8.3   MAINTENANCE

The five menu options under the Maintenance drop-down menu are Class, Add Student Record, Edit/View Student Record, Change Student Status, and Group Process. Use these menus to develop and manage student information.

    The following steps summarize how to access the options under the Maintenance menu.

1.   Click on the Student Cap icon. The MCAIMS Student Management window (Figure 8-01) opens.

2.   Choose the Maintenance option on the menu bar. This displays the Maintenance drop-down menu (Figure 8-09).
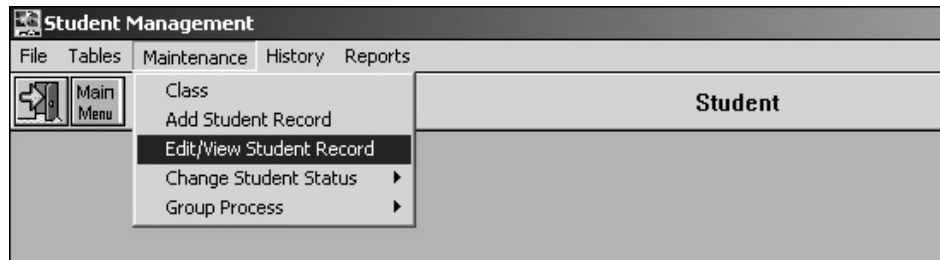

Figure 8-09. Maintenance Drop-down Menu

3.   Choose the desired option.

8.3.1 Class

This option allows you to register students, start a class, graduate a class, upload a class to BNA, and create a statistics report about the class. The shaded **Add**, **Delete**, and **Retrieve** functions are available only through the System Administration module. The **Statistics** and the **Edit** functions, including **Register**, **Start**, **Graduate**, **Ungraduate**, and **Upload**, are available in both the System Administration and in the Student modules.

HINT: As you work your way through the command buttons in this menu, pay attention to the status of the highlighted class in the Class Information Maintenance Selection List box: Pending Class Start, Class in Session, Graduated, BNA Uploaded, and Historical - Statistics Retained.

1.   From the Maintenance drop-down menu (Figure 8-09), choose Class. The Class Information Maintenance selection list box (Figure 8-10) opens.
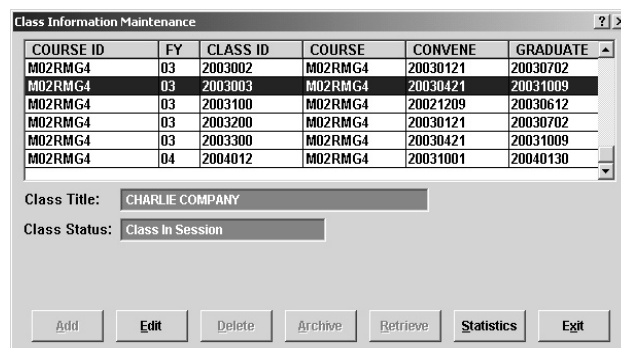

Figure 8-10. Class Information Maintenance

2. Referring to Table 8-07 for an explanation of the data fields appearing in the dialog box, highlight the desired class in the list box.

Table 8-07. Class Information Maintenance

ITEM	DESCRIPTION
Course ID	Non-editable field displaying the unique identifiers associated with all courses to which classes have been assigned.
FY	Non-editable field displaying the Fiscal Year in which the corresponding class convenes.
Class ID	Non-editable field displaying the unique designator assigned to a specific class for a specific course using a numbering system directed by T&E Division, MPB Branch, Formal Training Section; e.g., 1999010, representing the first class of FY99.
Course	Non-editable field displaying the formal course code associated with the corresponding Course ID. This field displays "None" for non-formal courses.
Convene	Non-editable field displaying the date on which the corresponding class begins.
Graduate	Non-editable field displaying the date on which the class graduates.
Class Title	Non-editable field displaying the title associated with the corresponding class.
Class Status	Non-editable field displaying the status associated with the corresponding class; it changes automatically when you start, graduate, and upload a class. The status normally progresses through Pending Class Start, Class in Session, Graduated, Uploaded to BNA, or Historical. If you ungraduate a class, its status returns to Class in Session.
Untitled (center of box)	Non-editable field to advise you when the **Edit** command is disabled for the corresponding class. For a class uploaded to BNA or a historical class, you cannot edit it. Otherwise, no message appears.

3. Proceed to the appropriate instructions.

8.3.1.1 **Add**

This command allows the System Administrator to add a class record to an Approved course. This command is available only through the System Administration module.

8.3.1.2 **Edit**

This command allows you to edit certain fields of the selected class record. From the dialog box, you can also register students and start, graduate, ungraduate, and upload the class, depending upon the class status. That is:

- If the class is pending start, you may edit the Class Title, Passing/Max Retest, Scheduled Class Input, Report Date, Convene Date, and Graduation Date fields on the course record. You may also register students and start the class (in that order). In addition, you may also perform an upload of the class file (if students have been dropped).

- If the class is in session, you may edit the Class Title, Scheduled Class Input, and Graduation Date fields on the course record. You may also perform a BNA or MIPS refresh (under the **Register** function), graduate the class, or perform an upload of the class file (if the students have been dropped).

- If the class is graduated, you may edit the Class Title field on the course record. You may also ungraduate or upload the class file to BNA.

- If the class is BNA uploaded or historical, no edit functions are available.

1. From the Class Information Maintenance selection list box (Figure 8-10), highlight the desired class by clicking on it.

2. Click on **Edit**. The Edit a Class dialog box (Figure 8-11) opens. Note that the command buttons you can access depend on the class status.

Figure 8-11. Edit a Class

3. Referring to Table 8-08 for an explanation of the data fields that may be edited on the dialog box, edit information as needed. Note that the fields that can be edited depend upon the class status (Pending Class Start or Class in Session).

   o For Pending Class Start, you may edit the Class Title, Passing/Max Retest, Scheduled Class Input, Report Date, Convene Date, and Graduation Date fields on the course record.

   o For Class in Session, you may also edit the Class Title, Scheduled Class Input, and Graduation Date fields on the course record.

Table 8-08. Edit a Class

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Course ID	Non-editable field displaying the course ID upon which the selected class is based.	
FY	Non-editable field displaying the fiscal year during which the selected class convenes.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Class ID	Non-editable field displaying the designator assigned to the class (e.g., 2004010, representing the first class beginning in a selected fiscal year for a selected course).	
Course Title	Non-editable field displaying the course title. For formal courses, this is the official course title associated with the formal course code. For non-formal courses, this is the short title as entered on the course record under the course menu.	
Class Title	Descriptive name of the class. This is a non-editable field for an uploaded class.	Up to 40 alphanumeric characters
Formal Course Code	Non-editable field displaying the official code assigned to the selected course if it is a formal course. This field displays "None" for non-formal courses.	
Passing/ Max Retest	This multifunction number indicates the default minimum passing score associated with all exams for the class being added and the default maximum retest score that anyone in the class retaking an exam can obtain. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	Up to 2 numeric characters
Scheduled Class Input	The number of students programmed to be trained in the class being added. This is a non-editable field for a graduated class or an uploaded class.	Up to 3 numeric characters
Max Class Capacity	Non-editable field displaying the maximum number of students in one class for this course based on available resources, such as existing facilities, messing, billeting, equipment, budget, and personnel limitations.	
Class Frequency	Non-editable field displaying the number of classes for this course required to support the throughput as contained in the TIP for that fiscal year.	
Annual Input	Non-editable field displaying the number of students programmed to attend the course during the specific fiscal year (often called "throughput").	
Status	System-generated class status (Pending Class Start, Class in Session, Graduated, Uploaded to BNA, and Historical). The status will change as you use the command buttons for **Start**, **Graduate**, and **Upload**.	
Report Date	Date students report to process for this class. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	yyyy/mm/dd
Convene Date	Date class begins. This is a non-editable field for a class in session, a graduated class, or an uploaded class.	yyyy/mm/dd
Graduation Date	Date class graduates. Date can be edited but must be after the convene date. This is a non-editable field for a graduated class or an uploaded class.	yyyy/mm/dd

4. Click on **Save**. A message displays "Save Complete." Click on **OK**.

5. Click on the appropriate command button.

> **HINT: The buttons are dynamic, which means the buttons are enabled (highlighted) or disabled (grayed out) depending on the class status. The system guides you in what you can do. For example, you cannot start a class if students have not been registered yet.**

8.3.1.2.1 **Register**

This command allows you to register new students or update information on existing students in the selected pending class start or class in session. Registration may occur in three ways: BNA Initial, BNA Refresh, and MIPS Refresh. Refer to Appendix E, BNA and MIPS Interfaces, if you need additional information about updating student records manually or through a BNA and MIPS download. Table E-1 depicts the data in the student file that is overwritten with a BNA and MIPS Refresh.

HINT: An existing record will NOT be overwritten when the Rank data field states TCAND. This exception applies to candidates at the Officers Candidate School (OCS) at Quantico.

HINT: Ensure that you download the BNA extract file with the carriage return line feed (CRLF) option selected. The CRLFs are necessary to produce student records with data in the appropriate fields. If you do not choose the CRLF option when you download the BNA extract file, MCAIMS will not allow you to register the students using the file.

1. From the Edit a Class dialog box (Figure 8-11), click on **Register**. The Register dialog box (Figure 8-12) opens.
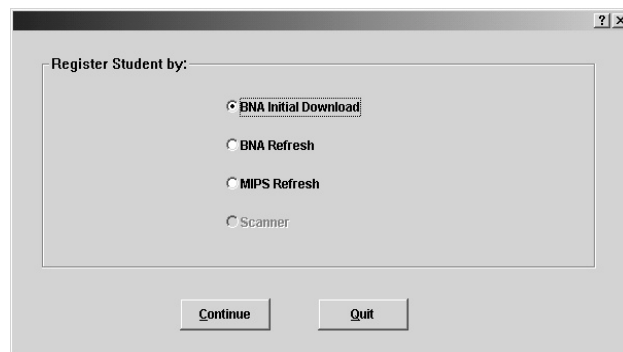

Figure 8-12. Register

2. Refer to Table 8-09 for an explanation of the three options.

Table 8-09. Register

ITEM	DESCRIPTION
BNA Initial Download	This option reads a BNA extract (download) file and checks for the existence of the same class (Course/Class/FY) in MCAIMS. If the selected BNA file matches a class description, the system adds student records that do not already exist and updates selected information on students who already exist in the class record.
BNA Refresh	This option reads a BNA extract (download) file and checks for the existence of the same class (Course/Class/FY) in MCAIMS. If the selected BNA file matches a class description, the system does not add new student records but updates existing ones in the class record. It will also refresh any student records with matching SSNs in the Unassigned set of records. This option is unavailable if an initial BNA download has not been performed.

ITEM	DESCRIPTION
MIPS Refresh	This option reads a MIPS extract (download) file. This file is downloaded from the Unit Diary/Marine Integrated Personnel System, which contains personnel information for EVERY student in a Reporting Unit Code. This option searches for corresponding SSNs in a selected class. The system does not add student records but updates existing ones if the SSNs in the selected MIPS file match SSNs in the selected class record.
Scanner	This option is unavailable in this release.

3. Select the desired option and click on **Continue**.

    a. If you select BNA Initial Download, the Open File dialog box opens. Double-click on the desired BNA extract file in the drop-down list. It is important to choose the correct BNA extract file.

        (1) If the selected extract file is not a BNA file, you will receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.

        (2) If the selected BNA extract file does not match the description (course, class, and FY information) of a class record and the Approved course upon which the class is based does not exist, you will receive a message so advising you. If you wish to use this particular BNA extract file, you should record the course, class, and FY information for it to aid you in creating an Approved course with a class based upon it. Click on **OK** to return to the Edit a Class dialog box.

        (3) If the selected BNA extract file does not match the class information for your selected class, you will receive a message advising you that there is no match. Click on **OK** to return to the Edit a Class dialog box. Note that another class record may match this particular BNA extract file.

        (4) If the selected BNA extract file was not created with carriage return line feeds, you receive a message so advising you. You are advised to download the file with the carriage return line feed (CRLF) option selected. Click on **OK** to return to the Edit a Class dialog box. Note that the CRLFs are necessary to produce student records with data in the appropriate fields.

        (5) If the initial BNA download has already been performed for this class, you will receive a message so advising you and suggesting that you use one of the Refresh options. However, the system will allow you to perform this download, which may add new student records and overwrite existing ones. Click on **Yes** if you wish to continue. The Open File dialog box opens. Double-click on the desired BNA extract file in the drop-down list. A meter bar depicts the retrieval of the desired BNA extract file and displays the number of records downloaded.

            (a) A message will advise you when the download is complete. Click on **OK** to return to the Edit a Class dialog box.

            (b) If additional records are found, you are provided a list by student SSN. Click on either **Print** or **Quit**.

Either selection returns you to the Edit a Class
dialog box.

(6) If the selected BNA extract file matches the description
(course, class, and FY information) in your selected class
record, a meter bar depicts the retrieval of the desired
BNA extract file and displays the number of records
downloaded.

(a) A message will advise you when the download is
complete. Click on **OK** to return to the Edit a Class
dialog box. A message will advise you when the
download is complete. Click on **OK**. This returns you
to the Edit a Class dialog box. The class status
still indicates "Pending Class Start" or "Class in
Session." Note that the **Register**, **Start**, and **Upload**
command buttons are available. You are allowed to
upload a "Pending Class Start" file to BNA if all the
students have been dropped.

(b) If additional records are found, you are provided a
list by student SSN. Click on either **Print** or **Quit**.
Either selection returns you to the Edit a Class
dialog box.

b. If you select BNA Refresh, a message appears to provide
additional information and to confirm your choice.

(1) Click on **Yes** to continue. The Open File dialog box opens.

(2) Double-click on the desired BNA extract file in the drop-
down list.

(a) If the selected extract file is not a BNA file, you
will receive a message so advising you. Click on **OK**
to return to the Register Student by dialog box.

(b) If the selected BNA extract file does not match the
description (course, class, and FY information) of a
class record and the Approved course upon which the
class is based does not exist, you will receive a
message so advising you. Click on **OK** to return to
the Edit a Class dialog box.

(c) If the selected BNA extract file does not match the
class information for your selected class, you will
receive a message advising you that there is no
match. Click on **OK** to return to the Edit a Class
dialog box. Note that another class record on your
PC may match this particular BNA extract file.

(d) If the selected BNA extract file was not created with
carriage return line feeds, you receive a message so
advising you. You are advised to download the file
with the carriage return line feed (CRLF) option
selected. Click on **OK** to return to the Edit a Class
dialog box. Note that the CRLFs are necessary to
produce student records with data in the appropriate
fields.

(e) If the selected BNA extract file matches the
description (course, class, and FY information) in
the selected class record, one of the following
scenarios will occur.

1   If the matching class record description does not contain student records, you will receive a message so advising you. You will be advised to return to the selection menu and choose the BNA Initial Download option. Click on **OK** to return to the Edit a Class dialog box.

2   If the student records do not match in number, a message will advise you when the download is complete. In addition, the system provides a list of additional student records for your review. Click on **Print** or **Quit**.

3   Otherwise, a meter bar depicts the retrieval of the desired BNA extract file. A message will advise you when the download is complete. Click on **OK** to return to the Edit a Class dialog box.

c. If you select MIPS Refresh, the system response depends upon the MIPS file and the class selected.

(1) If the selected extract file is not a MIPS file, you will receive a message so advising you. Click on **OK** to return to the Register Student by dialog box.

(2) If you attempt to update a class record that has had an initial BNA download, you receive a message advising you of the impact of this download upon existing records.

(a) Click on **Yes** to continue. The Open File dialog box opens.

(b) Double-click on the desired MIPS extract file in the drop-down list. A message advises you when the download is complete and inquires if you would like to print the MIPS Refresh report.

(c) Click on **Yes** to view the report. The report lists those student records in the class record with SSNs matching those in the MIPS extract file and those student records in the class record that were not found in the MIPS extract file.

8.3.1.2.2 **Start**

This command allows you to start the selected class if it has a status of Pending Class Start. Once a class has started, you cannot change the status back to Pending Class Start. This command can be accomplished only when the following criteria are met:

- The current system date is on or after the class convene date.

- Students are registered in the class.

When you start a class, the system initiates two calculations:

- GPA for everyone except those who have previously been individually dropped or graduated.

- Class standings for everyone except those who have previously been individually dropped.

From the Edit a Class dialog box (Figure 8-11), click on **Start**.

a. If no students are registered, you will receive a message that
    you cannot start the class. Click on **OK** to return to the Edit
    a Class dialog box.

b. If students are assigned to the class, you will receive a
    message concerning the convene date.

   (1) If the current system date is before the class convene
        date, a message advises you that you cannot start the
        class. Click on **OK** to return to the Edit a Class dialog
        box.

   (2) If the current system date is on or after the class
        convene date, a message provides additional information
        and gives you the opportunity to change the date. If it
        is satisfactory, click on **Yes** to start the class with the
        date in the system. A meter bar depicts the start
        process. Then a message will advise you that the class
        has been started. Click on **OK**. This returns you to the
        Edit a Class dialog box. Note that the class status will
        now indicate "Class in Session." Note that the **Register**,
        Graduate, and **Upload** command buttons are available. You
        are allowed to upload a "Class in Session" file to BNA if
        all the students have been dropped.

8.3.1.2.3 **Graduate**

This command allows you to graduate the selected class if it has a status
of Class in Session. The student records for a graduated class will be
moved to a different location (database), and you will have no access to
those records. If you wish to retain individual student records for
assignment to other classes, you must FIRST individually graduate and
retain those student records BEFORE graduating the entire class.
Otherwise, all the records will be moved.

Note that you can designate a Graduation MOS be applied to all
appropriate individuals who warrant it (but automatically exclude certain
categories such as civilians or foreign service personnel). If you wish
certain student records to reflect another MOS, you must individually
graduate those students (Paragraph 8.3.7) before graduating the entire
class.

When you graduate a class, the system initiates a class standings
calculation for everyone except those who have previously been individually
dropped.

**HINT: Be sure that you check the Non-Completion/Failure report for passing
scores before graduating students, either individually or as an entire
class. There is no automatic system in place to check student test scores
before graduation because student graduation eligibility is an individual
schoolhouse policy decision.**

From the Edit a Class dialog box (Figure 8-11), click on **Graduate**.

a. If the class record indicates a graduation date after the
    current system date, a message advises you that you cannot
    graduate the class prior to the scheduled graduation date. If
    you wish to change the date of graduation, you must do so on

the class record. Click on **OK**. This returns you to the Edit a Class dialog box.

b. If the class record indicates a graduation date on or before the current system date, a message provides additional information and gives you the opportunity to change the date. If the date is satisfactory, click on **Yes** to graduate the class with the date in the system. A message appears to confirm your intention and to provide additional information about retaining individual records. Click on **Yes** to continue.

(1) If a graduation MOS has been assigned to this course, a dialog box opens with a drop-down list of MOSs. Choose the desired MOS or click on None. Note that if you wish to assign a different MOS to selected students, you must first graduate those students separately. Click on **Continue**. A meter bar indicates the system progress in processing the graduation. Then a message advises you that the selected class has been graduated. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Graduated." Note that only the **Ungraduate** and **Upload** buttons are available now.

(2) If no graduation MOS has been assigned to this course, a dialog box appears to so advise you. The message also advises you how to edit the records. If you wish to continue without the records reflecting a graduation MOS, click on **Yes**. A meter bar indicates the system progress in processing the graduation. Then a message advises you that the selected class has been graduated. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Graduated." Note that only the **Ungraduate** and **Upload** buttons are available now.

8.3.1.2.4 **Ungraduate**

This command allows you to ungraduate the selected class if it has a status of Graduated.

1. From the Edit a Class dialog box (Figure 8-11), click on **Ungraduate**. A message indicates the system is processing the class ungraduation. Then a message advises you that the selected class has been ungraduated.

2. Click on **OK**. This returns you to the Edit a Class dialog box. The class status will now indicate "Class in Session." Note that the **Register**, **Graduate**, and **Upload** command buttons are available.

8.3.1.2.5 **Upload**

This command allows you to create a text file of the selected class that can be uploaded to BNA. This command can be executed for any class status except BNA Uploaded or Historical.

- A class with a status of BNA Uploaded is disallowed to prevent a difference between the student data in MCAIMS and the student data previously unloaded to BNA from MCAIMS.

- A class with a status of Historical has no student records with which to create a BNA Upload.

A BNA upload can occur under three scenarios:

- The class status is Graduated. With this process, students assigned to the graduated class will be registered to the corresponding class within BNA. After you execute this command, there is no recovery from this process, and you cannot change the class status in any way.

- The class status is Pending Class Start or Class in Session. With this process, students assigned to the pending or in session class will be registered to the corresponding class within BNA. This file can actually be used to register students in BNA as many times as needed. However, its use to register students does not remove the requirement to validate classes within BNA.

- The class status is Pending Class Start or Class in Session, but all the students have been dropped or individually graduated. With this process, only the class information is retained. After you execute this command, there is no recovery from this process, and you cannot change the class status in any way.

   From the Edit a Class dialog box (Figure 5-10), click on **Upload**.

   a. If the selected class status is graduated, you receive a message providing information about the process and confirming your desire to continue.

      (1) Click on **Yes** to continue. The Save As file opens for you to record the name and location under which you will save the uploaded file.

      (2) After assigning the desired name and location, click on **OK**. A message appears to advise you that the BNA upload is complete.

      (3) Click on **OK**. The system returns you to the Edit a Class dialog box. The class status will now read "Uploaded to BNA." After you click **Exit**, you are returned to the Class Information Maintenance selection list box; however, no buttons are available now.

   b. If the selected class status is pending or in session, you receive a message providing information about the process and confirming your desire to continue.

      (1) Click on **Yes** to continue. The Save As file opens for you to record the name and location under which you will save the uploaded file.

      (2) After assigning the desired name and location, click on **OK**. A message appears to advise you that the BNA upload is complete.

      (3) Click on **OK**. The system returns you to the Edit a Class dialog box. The class status still reads "Pending" or "In Session' however, no buttons are available now. Note that after you return to the Class Information Maintenance selection list box and select **Edit**, other buttons become available.

   c. If the selected class status is in session and all students have been dropped or graduated, you receive a message providing information about the process and confirming your desire to continue.

(1) Click on **Yes** to continue. The Save As file opens for you
to record the name and location under which you will save
the uploaded file.

(2) After assigning the desired name and location, click on
OK. A message appears to advise you that the BNA upload
is complete.

(3) Click on OK. The system returns you to the Edit a Class
dialog box. The class status will now read "Uploaded to
BNA." Note that no buttons are available now.

8.3.1.3 **Delete**

This command allows the System Administrator to delete a class record.
This command is available only through the System Administration module.

8.3.1.4 **Archive**

This command allows the System Administrator to archive a class. This
command is available only through the System Administration module.

8.3.1.5 **Retrieve**

This command allows the System Administrator to retrieve an archived class.
This command is available only through the System Administration module.

8.3.1.6 **Statistics**

This command allows you to display summarized class statistics for the
highlighted class and presents a detailed report. The initial dialog box
displays a summary of class information and class averages. The summarized
information includes status, report date, convene date, graduation date,
beginning population, number attrited, number graduated, and percentage
graduated. Class averages include GPA, age, years of education, and the
Armed Services Vocational Aptitude Battery (ASVAB) scores consisting of
clerical (CL), electronics (EL), general technical (GT), and motor
mechanics (MM) components. From this dialog box, you may choose to display
the detailed written report.

The written report contains detailed statistical information. At the
top of the document, the report identifies the course ID, course title,
class ID, class title, FY, and class status. The report also provides the
formal course code, the passing maximum/retest percent, scheduled class
input, maximum class capacity, class frequency, annual input, report date,
convene date, and graduation date.

The subsequent class information includes entries under beginning
population, current population, number attrited, number graduated,
percentage graduated, GPA (overall and by category), age, ASVAB component
scores, years of education, education level, education major, education
certification, component description, marital status, race, gender, primary
MOS, rifle score, pistol score, and PFT information (male and female). The
mean, median, mode, standard deviation, number considered, and other
relevant details are given for most of these elements.

The Statistics report provides class statistics for the highlighted
class, whatever the class status. Many processes within MCAIMS invoke the
calculation or recalculation of statistics (e.g., registering students in a
class). For classes with a status of In Session or Graduated, MCAIMS
automatically recalculates the GPA and class standing after the following
processes:

Under the Student module:

- Dropping students from a class.

- Reversing a student's status

- Assigning an unassigned student to a class

- Graduating students (individually and as a group)

Under the Evaluation Management module:

- Renaming exam categories

- Assigning/modifying weights for individual tests

- Assigning individual tests to a multipart test

- Assigning/modifying weights on a multipart test

- Unassigning parts of a multipart test

- Scoring a test, by response, grade, or scanner

- Clearing test scores

- Challenging test items

Note that this same report also appears under class maintenance in the System Administration module as well as under Reports in this module. Its appearance under Reports enables users who are otherwise restricted from accessing class maintenance functions to be able to print class statistics.

1. From the Class Information Maintenance selection list box (Figure 8-10), highlight the desired class by clicking on it.

2. Click on **Statistics**. The Class Statistics dialog box (Figure 8-13) for the designated class opens. This dialog box presents a summary of the class statistics.

Figure 8-13. Class Statistics

3. Refer to Table 8-10 for an explanation of the data fields.

Table 8-10. Class Statistics

ITEM	DESCRIPTION
Class Information	
Status	Non-editable field displaying the status of the class: Pending, Class in Session, or Graduated.
Report Date	Non-editable field displaying the date students report to process for this class.
Convene Date	Non-editable field displaying the date class begins.
Graduation Date	Non-editable field displaying the date the class graduates.
Beginning Population	Non-editable field displaying the total number for students added to the class minus the number of students who did not attend.
Number Attrited	Non-editable field displaying the number for students dropped from the class (after the convene date).
Number Graduated	Non-editable field displaying the number for students in the class graduated.
Percentage Graduated	Non-editable field displaying the number for students graduated divided by the beginning population.
Class Averages	
GPA	Non-editable field displaying the mean grade point average for students in the class.
Age	Non-editable field displaying the mean age of students in the class.
GCT	Non-editable field displaying the mean general classification test (GCT) score of students in the class.
CL Score	Non-editable field displaying the mean clerical (CL) score of students in the class.
EL Score	Non-editable field displaying the mean electronics (EL) score of students in the class.
GT Score	Non-editable field displaying the mean general technical (GT) score of students in the class.
MM Score	Non-editable field displaying the mean motor mechanics (MM) score of students in the class.
Years of Education	Non-editable field displaying the mean years of education of students in the class.

4. If you wish to view the complete statistical report, click on **Print All**. The Class Statistics Report appears. In addition to detailed information concerning the categories summarized in the dialog box (Figure 8-13), other information, described in Table 8-11, includes Current Population, Education Level, Education Major, Education Certification, Component Description, Marital Status, Race, Gender, Primary MOSs, Rifle Score, Pistol Score, and PFT Information for males and females.

HINT: Except for the Number Attrited category, statistics for every category are calculated for all students who have NOT been dropped and for whom information is available. In calculation of mean, median, mode, and standard deviation, if a student's information in a particular category is unavailable, that student is omitted from the calculation. Note that the Number Considered represents the size of the population used in the calculations. When reporting numbers of individuals in specific categories (no calculations involved), students with missing information are included in the group Unknown.

Table 8-11. Class Statistics Report

ITEM	DESCRIPTION
Course ID	Identifying information concerning the class being reported on.
Course Title	
Class ID	
Class Title	
FY	
Status	
Formal Course Code	Descriptive information concerning the class being reported on.
Passing Max/Retest %	
Scheduled Class Input	
Max Class Capacity	
Class Frequency	
Annual Input	
Report Date	
Convene Date	
Graduation Date	
Mean	The arithmetic average. It is the most widely used measure of central tendency. It is determined by adding a series of scores and then dividing this sum by the number of scores. The mean is provided on the three user-defined test categories.
Median	A counting average. It is determined by arranging the scores in order of size and counting up to (or down to) the midpoint of the set of scores. If the number of scores is even, the median is the mean of the two middlemost scores. When the number is odd, the median is the middle score. The median is a point that divides a set of scores into equal halves so that an equal number of scores fall above the median or below the median, regardless of the size of the individual scores. Since it is a counting average, an extremely high or low score will not affect its value. The median is provided on the three user-defined test categories.
Mode	The most frequent score in the set. The mode is the least reliable type of statistical average and is frequently used merely as a preliminary estimate of central tendency. A set of scores may have two or more modes. If no value in a data set occurs more than once, then the data set has no mode. Otherwise, any value that occurs with maximal frequency is called a mode of the data set. In other words, a mode of a data set is any value whose frequency of occurrence is greater than 1 and is as large or larger than any other value's frequency of occurrence. The mode is provided on the three user-defined test categories.

ITEM	DESCRIPTION
Standard Deviation	A measure of the variation in a data set. It indicates how far, on the average, the data values are from the mean. For a data set with a large amount of variation, the data values will, on the average, be far from the mean; hence, the standard deviation will be large. For a data set with a small amount of variation, the data values will, on the average, be close to the mean; consequently, the standard deviation will be small. The standard deviation is provided on the three user-defined test categories.
Number Considered	The size of the population used when calculating the statistics. In other words, it represents the number of student records having the information required to produce the statistical information for a given category.
Beginning Population	Total number of students added to the class minus the number of students dropped with a completion code of "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Unknown.
Current Population	Total number of current students. Subtotals are included for Officer, Enlisted, or Other.
Number Attrited	Cumulative number of students dropped from the class without a completion code "Z" (did not attend). Subtotals are included for Officer, Enlisted, or Other. The system lists the reasons for attrition and the number of students by Race.
Graduation	Total number of students graduated. Subtotals are included for Officer, Enlisted, or Other. The percentage represents the number of students graduated divided by the beginning population.
GPA	Grade point average statistics for students not dropped from the class. Only students with a GPA are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered. These statistics include an overall summary plus statistics for each category.
Age	Age statistics for students not dropped from the class. Only students with their ages documented are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
GCT	General Classification Test (GCT) score statistics for students not dropped from the class. Only students with a GCT score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
CL Score	Clerical (CL) score statistics for students not dropped from the class. Only students with a CL score recorded are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
EL Score	Electronic (EL) score statistics for students not dropped from the class. Only students with an EL score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.

ITEM	DESCRIPTION
GT Score	General Technical (GT) score statistics for students not dropped from the class. Only students with a GT score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
MM Score	Motor Mechanics (MM) score statistics for students not dropped from the class. Only students with an MM score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Years of Education	Years of education statistics for students not dropped from the class. Only students with a value entered in the Civilian Education Level field are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Education Level	Breakdown summary of education levels for all students who were not dropped from the class (e.g., Unknown; 12th Grade; College, 1 Year).
Education Major	Breakdown summary of education majors of the students who were not dropped from the class. Only students with a value entered in the Education Major field are considered in the calculation. Subtotals are included for each field (e.g., Unknown; No Major Subject Indicated, Business Administration, Criminology).
Education Certification	Breakdown summary of education certifications held by students who were not dropped from the class. Subtotals are included for each category represented (e.g., Unknown; Biology, Accounting, Education), and the total includes all students considered.
Component Description	Component summary for all students who were not dropped from the class (e.g., Unknown; USMC, USMCR).
Marital Status	Marital status, by category, of all students who were not dropped from the class (e.g., Unknown; Annulled, Divorced, Married, Single).
Race	Racial breakdown of all students who were not dropped from the class (e.g., Unknown; White, Black, Other).
Gender	Gender breakdown of all students who were not dropped from the class (e.g., Unknown; Male; Female).
Primary MOS	Primary MOS breakdown of all students who were not dropped from the class (e.g., Unknown; 0311,0321, 2800, 4066, 4067).
Rifle Score (Local)	Rifle score statistics for all students not dropped from the class. Only students with a recorded rifle score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered.
Pistol Score (Local)	Pistol score statistics for all students not dropped from the class. Only students with a recorded pistol score are considered in the calculation. The statistics include the mean, median, mode, standard deviation, and the number considered for each type of pistol represented.
PFT Information (Male)	PFT information for all male students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.

ITEM	DESCRIPTION
PFT Information (Female)	PFT information for all female students not dropped from the class. Only students with the following classification are considered in the statistics: 1st Class, 2nd Class, 3rd Class, and Fail/RNT. Students with medical, age, or partial exemptions are excluded in the calculations. The system rounds up scores at the decimal point for five or above.

8.3.2 Add Student Record

This option allows you to create a new student record. This record is added to the Unassigned list, providing no other student record with the same SSN already exists there with a status of Unassigned. However, a record with the same SSN but with a different status (i.e., Dropped or Graduated) may exist in the Unassigned list concurrently. Note that the newly created student record in the Unassigned list has no effect on any existing record with the same SSN assigned to a class record. From the Unassigned list, a student record may be assigned to a class (Paragraph 8.3.4) or deleted completely (Paragraph 8.3.5). Records in the Unassigned list can also be edited individually (Paragraph 8.3.3) or as part of a group edit process (Paragraph 8.3.9).

NOTE: After creating this student record, you can update certain information with a BNA refresh file or a MIPS refresh file if the SSNs in the records match.

1. From the Maintenance drop-down menu (Figure 8-09), choose Add Student Record. The Add a Student dialog box (Figure 8-14) opens.

Figure 8-14. Add a Student

2. Referring to Table 8-12 for an explanation of the data fields, complete the required fields.

Table 8-12. Add a Student

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Name		
Last	The student's last name. Ensure that you use a space instead of a comma after the last name if you wish to add a suffix (such as Jr. or III). You must complete this field to save the record.	Up to 20 characters Use only A through Z or a hyphen (-)

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
First	The student's first name. You must complete this field to save the record.	Up to 10 alphanumeric characters
MI	The student's middle initial.	Up to 2 alphanumeric characters
PLT	The student's platoon designator.	Up to 4 alphanumeric characters
SSN	The student's social security number. You cannot save this record until you complete this field. Ensure that you enter the SSN accurately before you save the record. If you save the record with an erroneous SSN, you must drop and delete the erroneous record; then create a new record.	9 numeric characters
Sex	A drop-down list for you to choose the appropriate gender or unknown. Male is the default choice.	
DOB	Date of birth. The student's age is automatically calculated as the new record is saved.	yyyy/mm/dd
Service		
Component Code	A drop-down list for you to choose the appropriate military or civilian component including choices for domestic and foreign service. Unknown is the default choice. The code selected is also reflected in the corresponding BOS field.	
BOS	Non-editable field that will display the Branch of Service corresponding to the Component Code selected. The only time that you can change the BOS field is if you select another component code in the drop-down list for a manually created record.	
Rank	A drop-down list for you to choose the appropriate rank. The Grade field will change to display a grade corresponding to the selected rank.	
Grade	A drop-down list for you to choose the appropriate grade. The Rank field will change to display a rank corresponding to the selected grade.	

3. Click on **Save**.

   a. If a manually created student record for this SSN already
       exists with a status of Unassigned, you receive a message
       advising you that you cannot create this record. [Note that
       this restriction does not apply to a record in this listing
       with a status of Dropped or Graduated.] Click on **OK** to return
       to the MCAIMS Student Module window.

   b. Otherwise, a message appears to confirm the saved record and to
       inquire if you wish to add another.

      (1) Clicking on **Yes** returns you to the Add a Student dialog
           box.

      (2) Clicking on **No** returns you to the MCAIMS Student Module
           window (Figure 8-01).

8.3.3 Edit/View Student Record

This option enables you to update and edit student records with various kinds of personal, service, training, qualification, and performance information. You may update a single record or all records in a class. You may edit student records under a specific class or records appearing under the Unassigned list. Access to student information can occur in two of three ways.

- If you have access to this module, you can edit as well as view the set of student records under the Crs/FY/Class or Unassigned options.

- If you do not have access to this module, you can still view the set of student records under the Crs/FY/Class or Unassigned options. The system provides you with viewing access to the complete student record. Note that you may also print the Test Inventory Report, containing scores and GPAs. To access this report, you must have access to the Reports option under the Evaluation module for the desired course.

- If you choose the Locate Student option, you can only view summary information from the student record(s). The summary will provide you the necessary information to access the complete record.

1. From the Maintenance drop-down menu (Figure 8-09), choose Edit/View Student Record. The Student Information Maintenance dialog box (Figure 8-15) opens.

Figure 8-15.   Student Information Maintenance

2. Referring to Table 8-13, click on the appropriate radio buttons. Note that messages keyed to the selected button will appear to the right in the dialog box.

Table 8-13.   Student Information Maintenance

ITEM	DESCRIPTION
Student List	
Crs/FY/Class	This button displays records for all students previously or currently assigned to the selected Crs/FY/Class, regardless of current student status. The set of records that opens will be presented in the order that you chose on the right (name, SSN, or platoon). The records may be edited in accordance with the instructions presented in Paragraphs 8.3.3.1 through 8.3.3.13.

ITEM	DESCRIPTION
Unassigned	This button displays records for all students currently available for assignment to a class. Includes new students and students previously dropped or graduated whose records were marked for retention. The set of records that opens will be presented in the order that you chose on the right (name, SSN, or platoon). The records are structured identically to those in a class and may be edited in accordance with the instructions presented in Paragraphs 8.3.3.1 through 8.3.3.13.
Sort Students By	
Name	This button presents a list of students sorted by last name.
SSN	This button presents a list of students sorted by SSN.
Platoon	This button presents a list of students sorted by platoon.
Untitled	
List of Classes (Untitled)	Drop-down list of classes from which you may choose the appropriate class if you selected the Crs/FY/Class radio button. There is only one choice in this list if you selected the Unassigned radio button.
Class Status	Non-editable field displaying the status of the selected class.
Include Drops and Graduates	Click this checkbox if you wish to be able to view the records for those students who have been dropped and individually graduated. This option is available only for a class with a status of pending or in session. This option is useful if you have numerous students added through a BNA download who never reported to class or who were reassigned to another class.
Locate Student	This button locates summary information for any student with the status of Unassigned, Pending Class Start, or In Session. It also locates information for dropped or graduated students if the desired record was marked for retention. This selection opens a dialog box that allows you to search for a student either by last name, platoon, or SSN.

3. Click on **Continue**. The dialog box that opens depends on your choice of radio buttons. If you selected Crs/FY/Class or Unassigned, refer to Step 4. If you select Locate Student, refer to Step 5.

4. The Student Record Edit/View selection list box (Figure 8-16) opens for you to select the desired student. This list will be sorted according to your selection (name, SSN, or platoon) in the previous dialog box (Figure 8-15). Note that the list in Figure 8-16 is sorted by name (last name first).

Figure 8-16. Student Record Edit/View

HINT: Use the right-click feature on your mouse to bring up a Search for NAME dialog box. Type the student's last name in all capital letters and click on Done. The system will find the desired record if it exists in this file. You can also search by SSN in a list sorted by SSNs.

a. Refer to Table 8-14 for an explanation of the data fields.

Table 8-14. Student Record Edit/View

ITEM	DESCRIPTION
Name	Non-editable field displaying the student's name, sorted by last name.
SSN	Non-editable field displaying the student's social security number.
Course	Non-editable field displaying the name of the course upon which the selected class is based. If the highlighted student's status is Unassigned, this field will be blank.
FY	Non-editable field displaying the FY during which the selected class is held. If the highlighted student's status is Unassigned, this field will be blank.
Class	Non-editable field displaying the designator for the selected class. If the highlighted student's status is Unassigned, this field will be blank.
Class Status	Non-editable field displaying the status of the selected class. If the highlighted student's status is Unassigned, this field will be blank.
Rank	Non-editable field displaying the rank of the highlighted student.
Service	Non-editable field displaying the service to which the highlighted student belongs.
Platoon	Non-editable field displaying the platoon of the highlighted student.
Student Status	Non-editable field displaying the status of the highlighted student.

b. Choose the desired student record by clicking on it.

c. Click on the desired command button.

The **Select** button allows you to access the student record for editing. Refer to Step (1).

The **History** button allows you to view key summary information. Refer to Step (2).

(1) If you choose **Select**, the Student Information Maintenance dialog box (Figure 8-17) opens with 13 tabs displayed. Refer to the appropriate paragraph (Paragraphs 8.3.3.1 through 8.3.3.13) for detailed guidance in completing the required information in each tab.

Note: The student's name, SSN, and rank can be viewed at the top of each tab. The top right corner displays the record type (i.e., manually created, created/updated from a BNA download, or updated from a MIPS download) and the date. Refer to Paragraph 8.3.3.1 for an explanation of the four command buttons (Next, Prev, Edit, and Exit) and the Student on Board setting.

Figure 8-17.   Student Information Maintenance

(2) If you click on **History**, the Student History dialog box (Figure 8-18) opens if a record exists. If no record exists, you receive a message that there are no history records for this student. Click on **OK** to return to the Student Record Edit/View selection list box.

HINT: A historical record is created when the student has been graduated or dropped from a class. Information in a historical record is cumulative, with a summarized history depicted for each class to which a student was registered. Accordingly, any student record in the Student Record Edit/View selection list box (Figure 8-16) with a student status of Graduated or Dropped will have a historical record, at least for one class. Although an active record (i.e., student status of Class in Session) does not generate a history record, a historical record may exist for such a student and you cannot determine from the Student Record Edit/View selection list box (Figure 8-16) if it does.

Figure 8-18.   Student History

(a) Refer to Table 8-15 for an explanation of the data fields.

Table 8-15.   Student History

ITEM	DESCRIPTION
Course	Non-editable field displaying the designator of the course upon which the corresponding class was based. This field will reflect BNA Refresh data only if the field was empty prior to the update.

ITEM	DESCRIPTION
Class	Non-editable field displaying the designator of a class to which the selected student was previously enrolled. This field will reflect BNA Refresh data only if the field was empty prior to the update.
FY	Non-editable field displaying the FY during which the corresponding class was held. This field will reflect BNA Refresh data only if the field was empty prior to the update.
Completion	Non-editable field displaying class completion status (e.g., graduated, did not attend, failure).
Date	Non-editable field displaying the class completion date.
Name	Non-editable field displaying the student's name for the selected record.
Source	Non-editable field displaying code for the BNA source for the selected record and correlating to the information appearing in the BNA Source field under the Serv5 tab. The code includes the student's duty status and type, with various sub-allocations of quota types.
SSN	Non-editable field displaying the student's social security number for the selected record.
BOS	Non-editable field displaying the student's branch of service.
Sex	Non-editable field displaying the student's gender.
Age	Non-editable field displaying the student's age during the highlighted class.
Grade	Non-editable field displaying the student's grade during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Rank	Non-editable field displaying the student's rank during the highlighted class.
Status	Non-editable field displaying the status of the student (e.g., graduated, dropped).
PLT	Non-editable field displaying the platoon to which the student was assigned during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the field was empty prior to the update.
Grad MOS	Non-editable field displaying the MOS awarded upon graduation (if applicable) from the highlighted class.
Comp Cd	Non-editable field displaying the military or civilian component code to which the student belonged during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Race	Non-editable field displaying the student's race. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Ethnic	Non-editable field displaying the student's ethnic category. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
CivCert	Non-editable field displaying a student's highest attained civilian educational or professional certificate or degree (e.g., high school diploma, trade school certificate, type of college degree).
CivLevel	Non-editable field displaying a student's highest attained educational level or degree (e.g., completed one year of college).
CivMajor	Non-editable field displaying the student's civilian major.

ITEM	DESCRIPTION
Init SOE	This BNA-provided one-character code depicts the initial source of entry for the highlighted enlisted or officer Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. Refer to MCTFSCODESMAN for additional information.
Curr SOE	This BNA-provided four-character code depicts the current source of entry for the highlighted Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. If this data is unavailable or contains embedded spaces, hyphens will be inserted to replace the spaces. Refer to MCTFSCODESMAN for additional information.
ASVAB	
CL	Non-editable field displaying the mean clerical (CL) score on the Armed Services Vocational Aptitude Battery (ASVAB) during the highlighted class.
GCT	Non-editable field displaying the mean general classification test (GCT) on the ASVAB during the highlighted class.
GT	Non-editable field displaying the mean general technical (GT) score on the ASVAB during the highlighted class.
EL	Non-editable field displaying the mean electronic (EL) repair score on the ASVAB during the highlighted class.
MM	Non-editable field displaying the mean motor mechanics (MM) score on the ASVAB during the highlighted class.
GPA: Overall Cat1 Cat2 Cat3	Non-editable field displaying the overall and category (Cat1, Cat2, and Cat3) grade point averages for the highlighted class.
Standing: Overall Cat1 Cat2 Cat3	Non-editable field displaying the student's overall class standing as well as the class standing in Cat1, Cat2, and Cat3 for the highlighted class.

     (b) If you click on **User Fields**, the Local Information dialog box (Figure 8-19) opens. These fields reflect school-specific information established by the System Administrator for each course.

Figure 8-19. Local Information

    1   Refer to Table 8-16 for an explanation of the data fields.

Table 8-16. Local Information

ITEM	DESCRIPTION
First Field*	This can be any type of information of a numeric nature, as indicated by the title, that the System Administrator designated to be recorded here.
Second Field*	This is a date field (e.g., equipment issue date).
Third through Ninth Fields*	This can be any type of information the System Administrator designated to be recorded here.
*Field Titles may vary from class to class. The System Administrator determines the type of information for these fields and the corresponding titles when setting up course information upon which the class is based. Refer to Paragraph 5.3.4.	

2 Click on the command button on the bottom left of the dialog box. Note that this button title may vary from class to class. The System Administrator determines the type of information for this memo text box and the corresponding button title when setting up course information upon which the class is based. The Local Info Edit memo text box (Figure 8-20) opens.
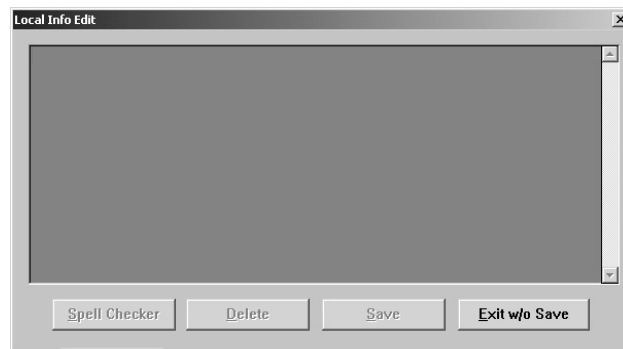
Figure 8-20. Local Info Edit

3 Review the information in the memo text box and click on **Exit w/o Save** to return to the Local Information dialog box (Figure 8-19).

4 From the Local Information dialog box, click on **Exit w/o Save** to return to the Student History dialog box (Figure 8-18).

(c) If you click on **Remarks**, the History Remarks memo text box (similar to Figure 8-20) opens. After reviewing the information, click on **Exit w/o Save** to return to the Student History dialog box (Figure 8-18).

(3) Click on **Done** to return to the Student Record Edit/View dialog box (Figure 8-16).

(4) Click on **Exit** to return to the Student Information Maintenance dialog box (Figure 8-15).

5. If you select Locate Student, all other selections on the Student Information Maintenance dialog box (Figure 8-15) are disabled.

a. Click on **Continue**. The Student Record Edit/View dialog box (Figure 8-21) opens for you to define your search.

Figure 8-21. Enter Known Student Information

   b. Referring to Table 8-17, complete the required information. If
      you include all three criteria, you obviously narrow your
      search. If you search by last name rather than platoon, you
      probably will limit the number of potential students in the
      list.

Table 8-17. Enter Known Student Information

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name or a portion thereof.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known.	Up to 4 alphanumeric characters
SSN	The student's SSN, if known.	Up to 9 numeric characters

   c. Click on **Search**. The Student Record Edit/View dialog box
       (Figure 8-16) opens with a list sorted by your search criteria
       (last name or SSN). This list allows you to view only.

   d. Record the information provided in the dialog box so that you
       can locate the student record in the appropriate Crs/FY/Class
       or in the Unassigned selection list box.

   e. Click on **Exit** to return to the Student Information Maintenance
       dialog box (Figure 8-15).

8.3.3.1 **Serv1**

This tab applies to general information about the individual, the service,
and the class in which the student is enrolled.

   1. From the Student Information Maintenance dialog box (Figure 8-15),
       the **Serv1** tab (Figure 8-22) is displayed.

Figure 8-22.   Student Information Maintenance - Serv1

2.   If you want to view the information, just click on the tabs. If you want to add or change information, click on **Edit** to enable the fields that may be edited. The button will then no longer be highlighted. Note that the **Edit** button for records of graduated or dropped students will not be enabled and you cannot edit those records.

HINT: You may go to another tab without saving whether you are viewing or editing the record. You may go to another student record or return to the Student Record Edit/View selection list box (Figure 8-16) without saving if you are not in Edit mode. If you are in Edit mode and click on either Next, Prev, or Exit, you will receive a prompt about saving changes before you can exit the current record.

HINT: If you wish to find a specific student record quickly (without sequencing through each record in the class), click on Exit to return to the Student Record Edit/View selection list box (Figure 8-16). Using the scroll bar, search for the desired record in the list. When located, click on Select to bring up the Student Information Maintenance dialog box (Figure 8-22) for the record. Select the desired tab.

3.   Referring to Table 8-18, enter or edit the appropriate information in the data fields that may be edited.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o Data is created with a BNA initial download and will overwrite existing information.

o BNA or MIPS refresh files will overwrite existing information.

o Downloaded information (initial or refresh) cannot be edited.

o Manually entered information may be edited.

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-18. Serv1

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Name		
Last	The student's last name. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information. **HINT: Ensure that a space instead of a comma is used after the last name to denote a suffix (such as Jr. or III).**	Up to 20 alphanumeric characters Use only A through Z or a hyphen (-)
First	The student's first name.	Up to 10 alphanumeric characters
MI	The student's middle initial.	Up to 2 alphanumeric characters
PLT	The student's platoon designator. This field will be written with BNA code only if it is empty. You may edit BNA- or MIPS-provided information. Manually entered/edited code will not be overwritten with a BNA or MIPS Refresh.	Up to 4 alphanumeric characters
SSN	Non-editable field displaying the student's social security number. If the SSN is erroneous, you cannot update this field manually or with a BNA/MIPS Refresh. The entire record must be deleted and a new one created.	Up to 9 numeric characters
Sex	A drop-down list for you to change the gender selection from the default (male) entry to female or unknown. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Service		
Component Code	A drop-down list for you to choose the appropriate military or civilian component. For a BNA downloaded record, you cannot edit the component code except when it reads "Unknown" or is blank for a USMC record. You can change Unknown to USMC, USMC Ret, FMCR, USMCR, or USMCR Ret. If the component code is blank, you may edit this item once to establish the correct information. Once you have saved the edit, you cannot change it. You cannot change the component code for any BNA record other than a USMC record. For a manually created record, you can change the component code as many times as you please. That is, you can edit the code, save it, and change it again. You can change the code to Unknown, USMC, USMC Ret, FMCR, USMCR, USMCR Ret plus Civilian, Navy, Other Cntry, Army, Air Force, or Coast Guard.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
	The code for a manually created record can be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. The code for students in an Unassigned status cannot be edited. Note that establishing a student's component code triggers the annex of a one-digit identifier preceding each student's SSN in several MCAIMS databases. This identifier is modified if the component code is changed.	
BOS	Non-editable field displaying the Branch of Service. The response in this field corresponds to the choice selected in Component Code.	
Rank	A drop-down list for you to choose the appropriate rank. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA-provided information. Note that the rank of a Marine assigned to the Officers Candidate School at Quantico can be changed to TCAND and will not be overwritten with a BNA or MIPS download.	
Grade	A drop-down list for you to choose the appropriate grade. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA-provided information.	
Sel Grade	Non-editable field displaying a board-approved selected grade for which the member is awaiting a promotion date. This information may be provided by only a MIPS Refresh.	
Course		
Course	Non-editable field displaying the designator of the course upon which the student's assigned class is based. This field will be overwritten with a BNA Refresh only if it is empty.	
Student Status	Non-editable field displaying the status of the student (dropped, class in session, or graduated). System-provided data.	
Completion	Non-editable field displaying class completion status, if applicable (e.g., graduated, did not attend, failure). System-provided data.	
Comp Date	Non-editable field displaying the class completion date. Provided by the system when a student is graduated or dropped. System-provided data.	
FY	Non-editable field displaying the FY during which the class is held. This field will be overwritten with a BNA Refresh only if it is empty.	
Class	Non-editable field displaying the class identifier. This field will be overwritten with a BNA Refresh only if it is empty.	
Student on Board	Automatically defaults to this setting upon the start of the class to which the student is assigned. If the class has already started and you wish to assign a manually created student record to it, click on this setting.	

4. Click on the desired tab or one of the following command buttons.

   a. If you click on **Next**, you are prompted to save the changes for the current student record. Choose the desired button (with or without changes) and click on **Continue**. The system opens the next record.

   b. If you click on **Prev**, you are prompted to save the changes for the current student record. Choose the desired button (with or

without changes) and click on **Continue**. The system opens the previous record.

c. If you click on **Exit**, you are prompted to save the changes for the current student record. Choose the desired button (with or without changes) and click on **Continue**. The system returns you to the Student Record Edit/View (Figure 8-16).

8.3.3.2 **Serv2**

This tab applies to orders and security.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Serv2** tab. The Serv2 tab is displayed (Figure 8-23).

Figure 8-23. Serv2

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-19, enter or edit the appropriate information in the data fields that may be edited.
    NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

    o **Data is created with a BNA initial download and will overwrite existing information.**

    o **BNA or MIPS refresh files will overwrite existing information.**

    o **Downloaded information (initial or refresh) cannot be edited.**

    o **Manually entered information may be edited.**

    For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-19. Serv2

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Orders		
Date	Date the orders are issued. You may edit BNA- or MIPS-provided information.	yyyy/mm/dd

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
EDD	The estimated date of departure. This field will be overwritten with a BNA or MIPS Refresh only if it is empty.	yyyy/mm/dd
EDA	The estimated date of arrival. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record.	yyyy/mm/dd
Type	Type of orders issued. You may edit BNA- or MIPS-provided information.	Up to 10 alphanumeric characters
Future MCC	The monitored command code indicating the installation to which the student will be assigned. This field will be overwritten with a BNA or MIPS Refresh only if it is empty.	Up to 3 alphanumeric characters
Marital Status	A drop-down list to designate the student's marital status (the default is unknown). This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Number of Dependents	The number of dependents of the selected student. This field will be overwritten with a BNA or MIPS Refresh only if it is empty.	Up to 2 numeric characters
Security		
Clear Date	Non-editable field displaying the date the security clearance was granted.	
Comp Date	Non-editable field displaying the date the security check was completed.	
Lecture Year	The year the security lecture was last attended. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA-provided information.	yyyy
Clear Held	A drop-down list for you to choose the type of clearance the student has. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Eligibility	Non-editable field displaying the highest type of clearance for which the student has been approved by the investigative agency (e.g., Secret or no clearance required; file created).	
Investigation Type	Non-editable field displaying the type of investigation conducted (e.g., Entrance National Agency Check (ENTNAC) or Defense National Agency Check (DNAC).	

    4.   Choose the desired tab or command button.

> **HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.**

8.3.3.3 **Serv3**

This tab applies to general personnel information.

    1.   From the Student Information Maintenance dialog box (Figure 8-15), click on the Serv3 tab. The **Serv3** tab is displayed (Figure 8-24).

Figure 8-24.   Serv3

2. Click on **Edit**. This enables the fields that may be edited and the **User Fields** command button.

3. Referring to Table 8-20, enter or edit the appropriate information in the data fields that may be edited.

    NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

    o **Data is created with a BNA initial download and will overwrite existing information.**

    o **BNA or MIPS refresh files will overwrite existing information.**

    o **Downloaded information (initial or refresh) cannot be edited.**

    o **Manually entered information may be edited.**

    For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-20.   Serv3

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Age	Non-editable field displaying the age of the student, calculated when the class starts from the DOB.	
DAUSDR	Non-editable field displaying the date arrived United States, dependents-restricted.	
EOS	Non-editable field displaying expiration of obligated service.	
ECC	Non-editable field displaying expiration of current contract.	
PEBD	Non-editable field displaying pay entry base date.	
Ethnic	A drop-down list for you to choose the appropriate ethnic group. The default is None. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Blood Type	Non-editable field displaying the student's blood type.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Race	A drop-down list for which you may select the student's race. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS- provided information.	
Comp Score	Non-editable field displaying the student's composite score.	
Duty Preference	Places for duty designator codes for the top three duty preferences. You may edit BNA- or MIPS-provided information.	Up to 3 alphanumeric characters
DOB	The date of birth. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information. If you edit this field, MCAIMS recalculates the student's age and writes it in the Age field.	yyyy/mm/dd
DOR	The date of rank. You may edit BNA- or MIPS- provided information.	yyyy/mm/dd
EAS	Non-editable field displaying the expiration of active service.	
DCTB	Non-editable field displaying the date current tour began.	
ADBD	Non-editable field displaying the active duty base date.	
Date Detach Last Comd	The date the student was detached to the last command. You may edit BNA- or MIPS- provided information.	yyyy/mm/dd
Date of Enlist or Accept	Non-editable field displaying the date of enlistment or acceptance.	yyyy/mm/dd

4. Click on **User Fields**. This option allows schools to personalize information (e.g., track meal cards) that is not recorded elsewhere. The Local Information dialog box (Figure 8-25) opens for you to enter information in the fields established by the System Administrator (Paragraph 5.3.4, User Fields).

Figure 8-25. Local Information

a. Referring to Table 8-21, enter the appropriate information in the data fields. Note that the items will reflect the names that the System Administrator assigns them. If the field has not been named, it will reflect its default number (i.e., field 10).

Table 8-21. Local Information

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Field 1	This can be any type of information of a numeric nature that the System Administrator has determined you should record.	Up to 10 numeric characters
Field 2	This is a date field (e.g., equipment issue date).	yyyy/mm/dd
Fields 3-9	This can be any type of information the System Administrator has determined you should record.	Up to 30 alphanumeric characters

    b. Click on the command button on the bottom left of the dialog box. Note that the button title will be whatever name the System Administrator assigns it; in Figure 8-25, the button is named Background. The Local Info Edit memo text box opens (Figure 8-26).

Figure 8-26. Local Info Edit

    c. Enter the type of notes indicated by the System Administrator.

    d. Click on **Save**. This returns you to the Local Information dialog box.

    e. Click on **Continue**. A message advises you that edits to this field must be saved when you exit the student record. Click on **OK**. This returns you to the Serv3 dialog box.

  5. Choose the desired tab or command button.

    HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.4 **Serv4**

This tab applies to service capabilities.

  1. From the Student Information Maintenance dialog box (Figure 8-15), click on the Serv4 tab. The Serv4 tab is displayed (Figure 8-27).

Figure 8-27.   Serv4

2. Click on **Edit**. This enables the fields that may be edited and the **User Fields** command button.

3. Referring to Table 8-22, enter or edit the appropriate information in the data fields that may be edited.

> NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:
>
> o Data is created with a BNA initial download and will overwrite existing information.
>
> o BNA or MIPS refresh files will overwrite existing information.
>
> o Downloaded information (initial or refresh) cannot be edited.
>
> o Manually entered information may be edited.
>
> For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-22.   Serv4

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Duty Status	A drop-down list for you to choose the appropriate status from 38 choices. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Drivers Improv	A drop-down list for you to choose the appropriate status from 10 choices. You may edit BNA- or MIPS-provided information.	
Gov. Oper Permit	A drop-down list for you to choose the appropriate status from approximately 71 choices. The choices include a range of different types of vehicles, machinery, and equipment. You can make up to five selections. If the student has more than five permits, you may select "Check Marine's Service Record Book (SRB) for more". This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record. You may edit BNA- or MIPS-provided information.	
Exp	Enter the date the corresponding government operator permit expires.	YYYYMM

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Strength Category	Non-editable field displaying the type or nature of a Marine's service (relating to total Marine Corps population).	
Duty Limitations	Non-editable field displaying any duty limitations.	
Civ Permit	Type of civilian permit, if applicable. You may edit BNA- or MIPS-provided information.	Up to 10 alphanumeric characters
Civ State	State granting civilian permit, if applicable. You may edit BNA- or MIPS-provided information.	Up to 23 alphanumeric characters

4. Choose the desired tab or command button.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.5 **Serv5**

This tab applies to the proficiency and conduct information in the unit diary and for the school, MOS data, and BNA source data.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the Serv5 tab. The Serv5 tab is displayed (Figure 8-28).

Figure 8-28. Serv5

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-23, enter or edit the appropriate information in the data fields that may be edited.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-23. Serv5

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
PRO Unit Diary		
Enlist Average	Non-editable field displaying the average proficiency rating during the current enlistment.	
Grade Average	Non-editable field displaying the average proficiency rating during the current pay grade.	
Serv Average	Non-editable field displaying the average proficiency rating during the student's entire service career.	
CON Unit Diary		
Enlist Average	Non-editable field displaying the average conduct rating during the current enlistment.	
Grade Average	Non-editable field displaying the average conduct rating during the current pay grade. This field will not be overwritten with a MIPS Refresh.	
Serv Average	Non-editable field displaying the average conduct rating during the student's entire service career.	
PRO-CON Local		
PRO	The student's proficiency rating (1.0 to 5.0, worse to best) while assigned to the school. You may edit records for Marines at grade E-4 and below. Only locally provided data applies.	1.0 to 5.0
CON	The student's conduct rating (1.0 to 5.0, worse to best) while assigned to the school. You may edit records for Marines at grade E-4 and below. Only locally provided data applies.	1.0 to 5.0
MOS		
Graduated	Non-editable field displaying the MOS assigned by the school upon graduation. This information appears here automatically upon the student's graduation from the class.	
Intended	The MOS intended to be assigned upon graduation. You may edit BNA- or MIPS- provided information.	Up to 5 alphanumeric characters
Primary	For a downloaded record, the primary MOS is a non-editable field. If this field is blank on a downloaded record or if this record was manually created, you may add the MOS from the drop-down list. If the student's PMOS does not exist in the list, add the correct information to the MOS Table (Paragraph 8.2.2); then select the added MOS from the list. Once a MOS has been selected, you may not edit that field again.	
Pref	Three MOS preferences desired by the student. Only locally provided data applies.	Up to 4 alphanumeric characters
Recommended	The MOS recommended by the school to be assigned upon graduation. Only locally provided data applies.	Up to 4 numeric characters
Fac ID	The facility identifier (e.g., building name or number). You may edit BNA- or MIPS- provided information.	Up to 10 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Room	The room identifier (e.g., room number). You may edit BNA- or MIPS-provided information.	Up to 10 alphanumeric characters
BNA Source		
BNA Source	Drop-down box depicting the BNA source or student type (e.g., Active Duty Marine Officer) when this record is matched to a BNA Download or a Refresh file. Note that data will be written to the field only if it is empty (i.e., "Unknown"). For a manually created record, the field displays "Unknown" before editing. If you make a selection in the box, you must confirm your choice before saving the change. Once you save a change, you cannot make any further changes to this field, manually or via a download.	
Init SOE	This BNA-provided one-character code depicts the initial source of entry for the highlighted enlisted or officer Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. Refer to MCTFSCODESMAN for additional information.	
Curr SOE	This BNA-provided four-character code depicts the current source of entry for the highlighted Marine student. This data may be updated only with a BNA update. Codes are entered into a record through the Marine accession process or unit diary. If this data is unavailable or contains embedded spaces, hyphens will be inserted to replace the spaces. Refer to MCTFSCODESMAN for additional information.	

4.   Choose the desired tab or command button.

> **HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.**

8.3.3.6 **Addr**

This tab applies to the student's unit and local address.

1.   From the Student Information Maintenance dialog box (Figure 8-15), click on the **Addr** tab. The Addr tab is displayed (Figure 8-29).

Figure 8-29. Addr

2.   Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-24, enter or edit the appropriate information in the data fields that may be edited.

   NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

   o **Data is created with a BNA initial download and will overwrite existing information.**

   o **BNA or MIPS refresh files will overwrite existing information.**

   o **Downloaded information (initial or refresh) cannot be edited.**

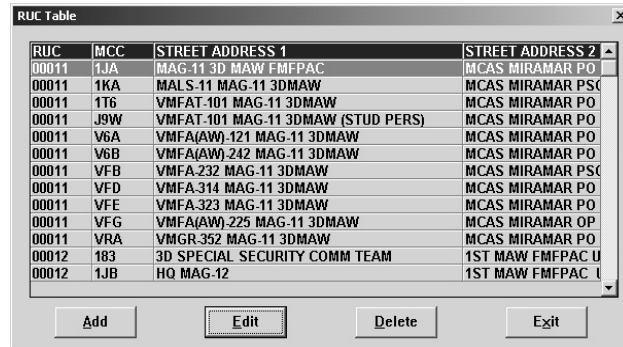   o **Manually entered information may be edited.**

   For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-24. Addr

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Unit Address		
Present RUC/MCC	The Reporting Unit Code and Monitored Command Code with unit address. For a manually created record, click on **Edit RUC/MCC** to change the default from "Unknown" to the correct information (Step 4). The MCC will not be overwritten with a MIPS Refresh.	
Local Address		
Address	The student's local address. This field will be overwritten with a BNA Refresh only if it is empty. You may edit BNA-provided information. This field will not be overwritten with a MIPS Refresh.	Up to 97 alphanumeric characters
City	The city of the student's local address. This field will be overwritten with a BNA Refresh only if it is empty. You may edit BNA-provided information. This field will not be overwritten with a MIPS Refresh.	Up to 31 alphanumeric characters
State	The state of the student's local address. This field will be overwritten with a BNA Refresh only if it is empty. You may edit BNA-provided information. This field will not be overwritten with a MIPS Refresh.	Up to 31 alphanumeric characters
ZIP	The zip code of the student's local address. This field will be overwritten with a BNA Refresh only if it is empty. You may edit BNA-provided information. This field will not be overwritten with a MIPS Refresh.	Up to 9 numeric characters
Phone	The student's local phone number. This field will be overwritten with a BNA Refresh only if it is empty. You may edit BNA-provided information. This field will not be overwritten with a MIPS Refresh.	Up to 10 numeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Spouse	The name of the student's spouse. This field will not be overwritten with a BNA or MIPS Refresh. You may edit BNA-provided information.	Up to 31 alphanumeric characters

4. If this is a manually created record, click on Edit RUC/MCC. The RUC Table selection list box (Figure 8-30) opens. Use your arrow keys to view all the information in the table.
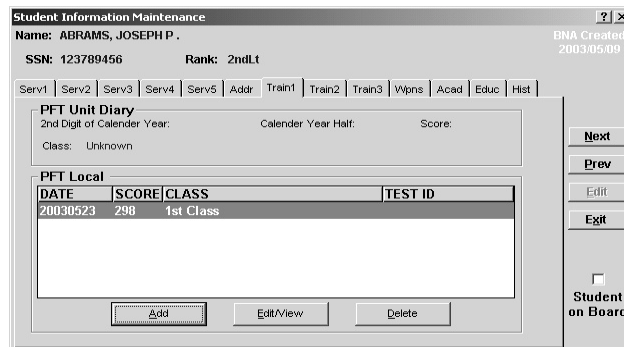

Figure 8-30.   RUC Table

a. Click on the desired RUC/MCC.

b. Click on **Save**. This returns you to the Student Information Maintenance dialog box. Note that the information under Unit Address reflects your changes.

5. Choose the desired tab or command button.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.7 **Train1**

This tab applies to physical fitness testing records.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Train1** tab. The Train1 tab is displayed (Figure 8-31).

Figure 8-31.   Train1

2. Click on **Edit**. This enables the command buttons below the selection list box fields that may be edited.

3. Refer to Table 8-25 for an explanation of the data fields.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-25. Train1

ITEM	DESCRIPTION
PFT Unit Diary	
2nd Digit of Calendar Year	Non-editable field displaying the last digit of the calendar year (e.g., "8" for calendar year '98").
Calendar Year Half	Non-editable field displaying either the first or second half of the year.
Score	Non-editable field displaying the PFT score.
Class	Non-editable field displaying the PFT class name.
PFT Local	
Date	Non-editable field displaying the date of the PFT.
Score	Non-editable field displaying the PFT score.
Class	Non-editable field indicating 1st, 2nd, or 3rd class performance, the type of waiver granted, or RNT status.
Test ID	Non-editable field displaying the test ID.

4. Choose the desired command button.

8.3.3.7.1 **Add**

This command allows you to add PFT information that is not scored as academic tests to student records. PFT information scored as academic tests can be scanned or added manually under the Evaluation module (Paragraphs 7.6.1 and 7.6.2).

1. From the Train1 selection list box (Figure 8-31), click on **Add**. The Enter PFT Date dialog box (Figure 8-32) opens.

Figure 8-32.   Enter PFT Date

2.   Enter the PFT date or use the default and click on **OK**. The Add PFT Score dialog box (Figure 8-33) opens.

Figure 8-33.   Add PFT Score

3.   Referring to Table 8-26 for an explanation of the data fields, enter the required information.

HINT: Note that the cursor is positioned at the Pullups/Arm Hang field under PFT Information. After entering data in that field, tab to the Crunches input field and then to the Run Time input field. You may tab to the Comments field if you so desire. Click on Save. This brings up a message box for confirming your score. If the student did not pass the PFT, the system defaults to the fields under PFT Misc and you must justify the student's score. After confirming the score, the system returns you to the Train1 dialog box.

Table 8-26. Add PFT Score

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Untitled	Name, SSN, age, and gender across the top of each record.	
PFT Misc		
Partial Waiver	Click this checkbox if the PFT taken on this date has a partial waiver. You must click on the radio button below to designate which test is waived: Pullup/Arm Hang, Situp/Crunch, or Run.	Up to alphanumeric characters
Medical Waiver	Click this checkbox if the PFT taken on this date has a medical waiver. The radio buttons below will be disabled.	
RNT (Required Not Taken)	Click this checkbox if the required PFT was not taken. The radio buttons below will be disabled and the PFT Class status beneath PFT Information will display "Fail/RNT".	
Pullup/Arm Hang	Click this radio button if the partial waiver applies to this test.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Crunches	Click this radio button if the partial waiver applies to this test.	
Run	Click this radio button if the partial waiver applies to this test.	
Waiver Date	Non-editable field displaying the date that the waiver is documented.	
Comments	If the student has a waiver or failed the PFT based on performance, you must enter an explanation in this field. You may also enter comments for other reasons.	Up to 64,000 alphanumeric characters
PFT Information		
Pullups	Dynamic title indicating number of pull-ups (males) or length in seconds of arm hangs (females).	Up to 2 numeric characters
Crunches	Number of crunches. Must be equal to or less than 100.	Up to 3 numeric characters
Run	Time in minutes and seconds.	18:10
PFT Score	Non-editable field displaying the PFT score.	
Grade	Non-editable field displaying the PFT grade.	
PFT Class	Non-editable field displaying the PFT class (1st, 2nd, or 3rd class performance, the type of waiver granted, or RNT status).	
PFT Date	Non-editable field displaying the PFT date.	
Administrator	Non-editable field displaying the name of the PFT Administrator.	

4. Click on **Save**. If the student has a waiver or failed the PFT based on performance and you have not entered an explanation in the Comments field, a message appears to prompt you to do so. Otherwise, a message appears summarizing the PFT score and class.

   a. Click on **No** if the information is incorrect. This returns you to the Add PFT Score dialog box.

   b. Click on **Yes** if the information is correct. This returns you to the Train1 tab.

5. Choose the desired tab or command button.

   HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.7.2 **Edit/View**

This command allows you to edit the highlighted PFT local information you have added.

1. From the Train1 selection list box (Figure 8-31), highlight the desired record by clicking on it.

2. Click on **Edit/View**. The Edit PFT Score dialog box (similar to Figure 8-33) opens.

3. Referring to Table 8-26 for an explanation of the data fields, edit information in the appropriate fields in the dialog box.

4. Click on **Save**. If the student has a waiver or failed the PFT based
    on performance and you have not entered an explanation in the
    Comments field, a message appears to prompt you to do so.
    Otherwise, a message appears summarizing the PFT score and class.

    a. Click on **No** if the information is incorrect. This returns you
        to the Add PFT Score dialog box.

    b. Click on **Yes** if the information is correct. This returns you
        to the Train1 tab.

5. Choose the desired tab or command button.

    **HINT: You may go to another tab without saving whether you are
    viewing or editing the record. However, if you are in Edit mode
    and click on either Next, Prev, or Exit, you are prompted to save
    changes to the current student record. Choose the desired radio
    button (with or without changes) and click on Continue.**

8.3.3.7.3 **Delete**

This command allows you to delete any PFT record that you have added to the
table.

1. From the Train1 selection list box (Figure 8-31), highlight the
    desired record by clicking on it.

2. Click on **Delete**. A message appears to confirm your wish to
    continue.

3. Click on **Yes**. A message advises you that the record was deleted.
    This returns you to the Train1 selection list box. Note that the
    record is deleted.

4. Choose the desired tab or command button.

    **HINT: You may go to another tab without saving whether you are
    viewing or editing the record. However, if you are in Edit mode and
    click on either Next, Prev, or Exit, you are prompted to save changes
    to the current student record. Choose the desired radio button (with
    or without changes) and click on Continue.**

8.3.3.8 **Train2**

This tab applies to miscellaneous personal data pertinent to training.

1. From the Student Information Maintenance dialog box (Figure 8-15),
   click on the **Train2** tab. The Train2 tab is displayed (Figure 8-34).

Figure 8-34. Train2

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-27, enter or edit the appropriate information in the data fields that may be edited.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-27. Train2

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Strength Category	Non-editable field displaying the type or nature of a Marine's service (relating to total Marine Corps population).	
Duty Limitations	Non-editable field displaying the nature of any duty limitations.	
Duty Status	Non-editable field displaying the current duty status of the Marine.	
Blood Type	Non-editable field displaying the student's blood type.	
Height	The student's height in inches. Locally provided data only.	Up to 2 numeric characters
Neck	The student's neck size in inches. Locally provided data only.	Up to 2 numeric characters
Weight	The student's weight in pounds. Locally provided data only.	Up to 3 numeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Sex	Non-editable field displaying the student's gender. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.	
Date Phy Comp	The date the physical was completed. Locally provided data only.	yyyy/mm/dd
Leadership Trn Yr	A drop-down list for you to choose the type of student leadership training conducted. You may edit BNA-provided information. In order to save this data, you must also enter a date in the year field.	
Untitled	The year that the student completed leadership training. You may edit BNA-provided information.	yyyy
Gas Chamber Year	The year the student passed gas chamber training. You may edit BNA-provided information.	yyyy

3. Choose the desired tab or command button.

    HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.9 **Train3**

This tab applies to battle skills/essential skills (BST-EST).

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Train3** tab. The Train3 tab is displayed (Figure 8-35).

Figure 8-35. Train3

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-28, enter or edit the appropriate information in the data fields that may be edited.

    NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

      o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-28. Train3

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
BST-EST		
Year	The last digit of the calendar year. You may edit BNA-provided information.	Only 1 numeric character
Tasks Correct	The number of tasks correct. You may edit BNA-provided information.	Up to 3 numeric characters
Tasks Attempted	The number of tasks attempted. You may edit BNA-provided information.	Up to 3 numeric characters
Score	The score after all calculations are made. You may edit BNA-provided information.	Up to 2 numeric characters
Water Survival Unit Diary		
Class	Non-editable field displaying the BNA-provided current water survival status.	
Requal Date	Non-editable field displaying the BNA-provided water survival requalification date.	
Water Survival Local		
Class	Choose the appropriate classification from the drop-down list. The default, Unknown, means the system has no information. This field is for locally provided data only.	
Date	The date of the classification. This field is for locally provided data only.	yyyy/mm/dd

4. Choose the desired tab or command button.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.10 **Wpns**

This tab applies to rifle and pistol information at the school and in the unit diary for each student.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Wpns** tab. The Wpns tab is displayed (Figure 8-36).

Figure 8-36. Wpns

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-29, enter or edit the appropriate information in the data fields that may be edited.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-29. Wpns

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Rifle Local		
Date	The date that the rifle qualification was conducted. Locally provided data only.	yyyy/mm/dd
Score	The score achieved on the test. Locally provided data only.	Up to 3 numeric characters
Class	A drop-down list for you to choose the score classification. Locally provided data only.	
Pistol Local		
Date	The date that the pistol qualification was conducted. Locally provided data only.	yyyy/mm/dd
Class	A drop-down list for you to choose the score classification. Locally provided data only.	
Wpn	A drop-down list for you to choose the type of weapon. Locally provided data only.	
Score	The score achieved on the test. Locally provided data only.	Up to 3 numeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Rifle Unit Diary		
Date	Non-editable field displaying the date that the rifle qualification was conducted.	
Score	Non-editable field displaying the score achieved on the test.	
Class	Non-editable field displaying the score classification.	
ITS 1 2 3 4	Non-editable field displaying Individual Training Standard codes for rifle scores.	
Pistol Unit Diary		
Date	Non-editable field displaying the date that the pistol qualification was conducted.	
Class	Non-editable field displaying the score classification.	
Score	Non-editable field displaying the score achieved on the test.	
ITS 1 2	Non-editable field displaying Individual Training Standard codes for pistol scores.	

4. Choose the desired tab or command button.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.11 **Acad**

This tab applies to a student's academic and class standing. This tab reflects all tests scored, including attempts at each test, individual parts of a multipart test, and multipart test scores.

After you assign any students from the Unassigned status (Paragraph 8.3.4), review all scores from tests previously administered to the student from the previous class. Note that the passing score in the previous class could be lower than the passing score for the current class. In addition, the record will reflect if the student has retaken the test multiple times. If a student fails to meet or exceed the minimum passing score for the gaining class, you must decide a course of action:

- You can drop the student from this class (Paragraph 8.3.6) and ultimately delete the student from the Unassigned list (Paragraph 8.3.5)

- You can clear the academic test scores (Paragraph 7.6.4) and re-administer and score the test (Scan Tests - Academic, Paragraph 7.6.1.1 or Manual Entry, Paragraph 7.6.2)

  HINT: If you create a multipart test after dropping or graduating a student, the student's existing test scores are transferred to the multipart test. Note that the student's GPA could be affected if the score for the component test weighs more or less than the weight of the original test score.

Choose an appropriate action based on the student's history and the likelihood of successfully completing this course.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Acad** tab. The Acad tab is displayed (Figure 8-37).

Figure 8-37. Acad

2. Click on **Edit**. This enables the fields that may be edited.

3. Refer to Table 8-30 for an explanation of the data fields.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

o **Data is created with a BNA initial download and will overwrite existing information.**

o **BNA or MIPS refresh files will overwrite existing information.**

o **Downloaded information (initial or refresh) cannot be edited.**

o **Manually entered information may be edited.**

For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-30. Acad

ITEM	DESCRIPTION
Evaluation Categories	
Academic: GPA	Non-editable field displaying the grade point average, which is computed automatically upon exiting any function that may impact the calculations (e.g., scanning a test, changing test weights) for the default category "Academic".
Academic: Standing	Non-editable field displaying the student's class standing in regard to the default academic evaluation category, which is computed automatically upon exiting any function that may impact the calculations.
Title for optional category(ies)	Non-editable field displaying the grade point average and the student's class standing for any optional categories (e.g., leadership) established in the Evaluation Management module.
Overall: GPA	Non-editable field displaying the overall grade point average for every category.
Overall: Standing	Non-editable field displaying the student's overall class standing in comparison with other students.

ITEM	DESCRIPTION
Test ID	Non-editable field displaying the test ID for the corresponding test.
Score	Non-editable field displaying the student's score for the corresponding test. The scores for parts of a multipart test appear as the individual test is scored. The score for a multipart test appears only if all parts of the multipart test have been scored and weighted. **Note that if a multipart test is created after a student has been dropped or graduated, this field reflects the change in test type. The score for a multiple part test will be reflected regardless of the student status (dropped, graduated, or in session).**
Ver	Non-editable field displaying the test version for the corresponding test.
Type	Non-editable field displaying the type of evaluation (e.g., written, subjective, multipart).
MPTestID	Non-editable field identifying the multipart test to which the corresponding component test belongs.
Max Retest Value	Non-editable field displaying the maximum retest value or the default minimum passing score that anyone retaking a test can obtain. The System Administrator establishes this value when creating a new class (Paragraph 5.2.2.1).

4. Click on **Remarks**. The Acad Add memo text box (Figure 8-38) opens.

Figure 8-38. Student Remarks

a. Enter the required information to add new Acad information to your Acad Table.

b. Click on **Save** to return to the Acad tab.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

5. Click on **Print**. The Test Inventory Report opens. This report identifies all tests assigned to be administered to the class and this student's performance on any test taken. If the student retakes a test, only the most recent score is given. Click on **Exit** to return to the Acad tab.

6. Choose the desired tab or command button.

8.3.3.12 **Educ**

This tab applies to a student's formal education.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Educ** tab. The Educ tab is displayed (Figure 8-39).

Figure 8-39.   Educ

2. Click on **Edit**. This enables the fields that may be edited.

3. Referring to Table 8-31, enter or edit the appropriate information in the data fields that may be edited.

NOTE: Much of the information in the dialog box is provided automatically with the BNA initial file. Some of the data in the dialog box is provided by the system, based on your entries in other dialog boxes. Some of the data in the dialog box can be entered only locally. Unless otherwise noted in the descriptions, the following generalities apply:

   o **Data is created with a BNA initial download and will overwrite existing information.**

   o **BNA or MIPS refresh files will overwrite existing information.**

   o **Downloaded information (initial or refresh) cannot be edited.**

   o **Manually entered information may be edited.**

   For specific information about data fields that can be overwritten with a BNA and MIPS Refresh, refer to Table E-1 in Appendix E, BNA and MIPS Interfaces.

Table 8-31.   Educ

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Army Radio Code		
Date	Non-editable field displaying the date this evaluation was performed.	yyyy/mm/dd
Score	Non-editable field displaying the score for this evaluation.	
Elect Data Proc		
Date	Non-editable field displaying the date this evaluation was performed.	
Score	Non-editable field displaying the score for this evaluation.	
Language		
Date	Non-editable field displaying the date this evaluation was performed.	

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Score	Non-editable field displaying the score for this evaluation.	
Civilian Education	A drop-down list for you to choose	
Certificate	A drop-down list depicting the highest attained educational or professional certificate or degree.	
Level	A drop-down list depicting the highest attained educational level or degree. This data will be overwritten with a BNA or MIPS Refresh only if this is a Marine's record.	
Major Subject	A drop-down list depicting the student's major subject of study and knowledge.	
Year Attended	The last year during which the certificate was obtained or attempted.	YYYY
Completed	Indication (yes or no) if the certificate or degree was obtained.	Y or N
ASVAB		
CL	The mean clerical (CL) score on the Armed Services Vocational Aptitude Battery (ASVAB). A BNA initial or refresh download will overwrite manual entries. You may edit BNA-provided information.	Up to 3 numeric characters
EL	The mean electronic (EL) repair score on the ASVAB. A BNA initial or refresh download will overwrite manual entries. You may edit BNA-provided information.	Up to 3 numeric characters
GT	The mean general technical (GT) score on the ASVAB. A BNA initial or refresh download will overwrite manual entries. You may edit BNA-provided information.	Up to 3 numeric characters
MM	The mean motor mechanics (MM) score on the ASVAB. A BNA initial or refresh download will overwrite manual entries. You may edit BNA-provided information.	Up to 3 numeric characters
GCT	The mean general classification test (GCT) on the ASVAB. A BNA initial or refresh download or a MIPS refresh download will overwrite manual entries. You may edit BNA-provided information.	Up to 3 numeric characters

4. Choose the desired tab or command button.

HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.13 **Hist**

This tab applies to information that is maintained for statistical purposes. A historical record is created when a student's record is marked completed for any reason (graduated or dropped due to did not attend, failure, emergency leave, etc.). If the student has not been graduated or dropped from any classes, this tab will have no entries in any of the fields.

HINT: Table E-1 in Appendix E, BNA and MIPS Interfaces, depicts the data in the student file that can be overwritten with a BNA and

MIPS Refresh. Note that data on the HIST tab is NEVER allowed to be edited.

1. From the Student Information Maintenance dialog box (Figure 8-15), click on the **Hist** tab. The Hist tab is displayed (Figure 8-40).

Figure 8-40. Hist

2. Refer to Table 8-32 for an explanation of the data fields.

Table 8-32. Hist

ITEM	DESCRIPTION
Course	Non-editable field displaying the designator of the course upon which the corresponding class was based. This field will reflect BNA Refresh data only if the field was empty prior to the update.
Class	Non-editable field displaying the designator of a class to which the selected student was previously enrolled. This field will reflect BNA Refresh data only if the field was empty prior to the update.
FY	Non-editable field displaying the FY during which the corresponding class was held. This field will reflect BNA Refresh data only if the field was empty prior to the update.
Completion	Non-editable field displaying class completion status (e.g., graduated, did not attend, failure).
Date	Non-editable field displaying the class completion date.
Name	Non-editable field displaying the student's name for the selected record.
BOS	Non-editable field displaying the student's branch of service.
Student Status	Non-editable field displaying the status of the student (e.g., graduated, dropped).
Grad MOS	Non-editable field displaying the MOS awarded upon graduation (if applicable) from the highlighted class.
Race	Non-editable field displaying the student's race. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Component Code	Non-editable field displaying the military or civilian component to which the student belonged during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
Sex	Non-editable field displaying the student's gender.
Rank	Non-editable field displaying the student's rank during the highlighted class.

ITEM	DESCRIPTION
CivCert	Non-editable field displaying a student's highest attained civilian educational or professional certificate or degree (e.g., high school diploma, trade school certificate, type of college degree).
Grade	Non-editable field displaying the student's grade during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
CivLevel	Non-editable field displaying a student's highest attained educational level or degree (e.g., completed one year of college).
Ethnic	Non-editable field displaying the student's ethnic category. This field will reflect BNA or MIPS Refresh data only if the update applied to a Marine.
CivMajor	Non-editable field displaying the student's civilian major.
Age	Non-editable field displaying the student's age during the highlighted class.
PLT	Non-editable field displaying the platoon to which the student was assigned during the highlighted class. This field will reflect BNA or MIPS Refresh data only if the field was empty prior to the update.
ASVAB	
CL	Non-editable field displaying the mean clerical (CL) score on the Armed Services Vocational Aptitude Battery (ASVAB) during the highlighted class.
GCT	Non-editable field displaying the mean general classification test (GCT) on the ASVAB during the highlighted class.
GT	Non-editable field displaying the mean general technical (GT) score on the ASVAB during the highlighted class.
EL	Non-editable field displaying the mean electronic (EL) repair score on the ASVAB during the highlighted class.
MM	Non-editable field displaying the mean motor mechanics (MM) score on the ASVAB during the highlighted class.
GPA Cat1 Cat2 Cat3	Non-editable field displaying the overall and category (CAT) 1, CAT 2, and CAT 3 grade point average for the highlighted class.
Standing Cat1 Cat2 Cat3	Non-editable field displaying the student's overall class standing as well as the class standing in CAT 1, CAT 2, and CAT 3 for the highlighted class.

    3. Click on the desired command button.

8.3.3.13.1 **User Fields**

This command allows you to view any entries made to the record for locally required information. Remember that this dialog box will have no entries if a historical record does not exist. A historical record exists only if the student has been graduated or dropped from a previous class. Even if a historical record exists, this box may contain no information if no entries were made under the Serv3 tab of the previous class.

    1. From the Student History dialog box (Figure 8-40), click on **User Fields**. The Local Information dialog box (Figure 8-41) opens. These fields reflect school-specific information established by the System Administrator for each course (Paragraph 5.3.4).

Figure 8-41.   Local Information

2. Click on the command button on the bottom left of the dialog box. This button title and the contents of the memo text field (determined by the System Administrator) may vary from class to class. The Local Info Edit memo text box (Figure 8-42) opens.

Figure 8-42.   Local Info Edit

3. After reviewing any entries in the box, click on **Exit w/o Save** to return to the Local Information dialog box.

4. Click on **Exit w/o Save** to return to the **Hist** tab of the Student Information Maintenance dialog box (Figure 8-22).

5. Choose the desired tab or command button.

    HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either Next, Prev, or Exit, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on Continue.

8.3.3.13.2 **Remarks**

This command allows you to view remarks to the History dialog box.

1. From the Hist tab of the Student Information Maintenance dialog box (Figure 8-41), click on **Remarks**. The Remarks memo text box (similar to Figure 8-42) opens.

2. After reviewing any entries in the box, click on **Exit w/o Save** to return to the **Hist** tab of the Student Information Maintenance dialog box (Figure 8-41).

3. Choose the desired tab or command button.

> **HINT: You may go to another tab without saving whether you are viewing or editing the record. However, if you are in Edit mode and click on either <u>N</u>ext, <u>P</u>rev, or E<u>x</u>it, you are prompted to save changes to the current student record. Choose the desired radio button (with or without changes) and click on <u>C</u>ontinue.**

8.3.4 <u>Assign Student</u>

This option allows you to assign a student record to a class. The records in the Unassigned list include manually created student records and students graduated (with student records retained) or dropped from a class. Note that the records in this list are the same records accessed by the Delete Student process.

     After you assign any students from the Unassigned status, remember to review all scores from tests previously administered to the student from the previous class. To check the student's performance, choose Maintenance, **Edit**/View Student Record, Acad tab under the Student Information Maintenance dialog box (Paragraph 8.3.3.11). Note that the passing score in the previous class could be lower than the passing score for the new class. You must choose an appropriate course of action.

When you assign students to a class with the status of In Session, the system initiates two calculations:

- GPA for everyone except those who have previously been individually dropped or graduated.

- Class standings for everyone except those who have previously been individually dropped.

1. From the <u>M</u>aintenance drop-down menu (Figure 8-09), choose Change Student Status. Then choose Assign Student. If there are no students in an unassigned, dropped, or individually graduated and retained status, a message appears stating that there are no such students available for assignment. Otherwise, the Assign Student selection list box (Figure 8-43) opens.

Assign Student		? X
Course: M02H4R4	**FY:** 03	**Class:** 2003030

NAME	SSN	
BLASSMAN, SHIRLEY J .	552222222	
BORRERO, JOHN D .	444444444	
BOWLIN, KEVIN C .	456456456	
BRANCATO, CARLOS R .	133333333	
BRAY, MICHAEL T .	321321321	

<u>C</u>ompletion: ▢

C<u>o</u>mp Date: ▢

☐ Retain Record

Class Status: **Pending Class Start**

Student Status: **Dropped**   **Assign**   **E<u>x</u>it**

Figure 8-43. Assign Student

2. Refer to Table 8-33 for an explanation of each data field.

Table 8-33. Assign Student

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with a class to which the selected student was originally assigned, if applicable. Nothing displays if this is a manually created record for a student who has never been assigned to a class.
FY	Non-editable field displaying the fiscal year convene date for the class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Class	Non-editable field displaying the class designator from which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Name	Non-editable field displaying the name of each student who has never been or who no longer is assigned to a class.
SSN	Non-editable field displaying the SSN of the selected student.
Completion	This field will be blank for this function.
Comp Date	This field will be blank for this function.
Class Status	Non-editable field displaying the status of the class to which the selected student was originally assigned, if applicable (i.e., Pending Class Start, Class in Session). Nothing displays if the student has never been assigned to a class.
Student Status	Non-editable field displaying the status of the selected student (i.e., dropped, individually graduated). Nothing displays if the student has never been assigned to a class.
Retain Record	This field in inapplicable.

3. Using the multiple select feature, select the desired student(s) and click on **Assign**. The Student Information Maintenance dialog box (Figure 8-44) opens for you to select the desired course/FY/class.
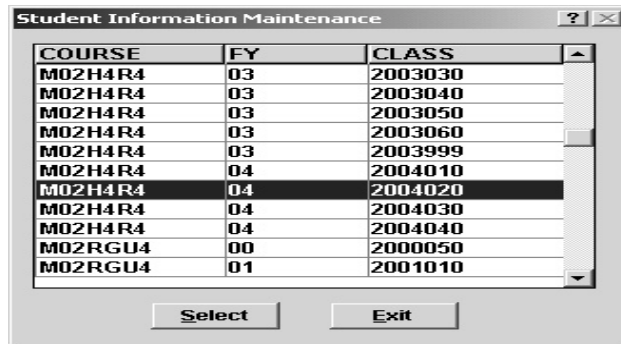

Figure 8-44.   Student Information Maintenance

4. Refer to Table 8-34 for an explanation of each field.

Table 8-34.   Student Information Maintenance

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with the corresponding class to which you may assign the selected student.
FY	Non-editable field displaying the fiscal year convene date for the corresponding class to which you may assign the selected student.

ITEM	DESCRIPTION
Class	Non-editable field displaying the class designator to which you may assign the selected student.

5. Click on the desired class and click on **Select**. The system response depends on the student status.

a. If you attempt to assign a student record to a class where the record does not already exist, the system adds the student record to the class. You receive a message so advising you and recommending that you review the record to ensure that the student, testing, and PFT information is current and pertinent to this class. Click on **OK** to return to the Assign Student selection list box. Assigning an unassigned student invokes a recalculation of the GPA-Class Standing.

b. If you attempt to assign a manually created student record to a class where the student record already exists, you receive a message so advising you. The message warns you that if you continue, the existing record (with its student information, test results, or PFT scores) will be overwritten. Note that the existing information may be incomplete, outdated, or irrelevant to the current class.

(1) If you click on **Continue**, the system overwrites the existing record. You receive a message so advising you and recommending that you review the record to ensure that the student, testing, and PFT information is current and pertinent to this class. Click on **OK** to return to the Assign Student selection list box. Assigning an unassigned student invokes a recalculation of the GPA-Class Standing.

(2) If you click on **Quit**, the system retains the existing record and returns you to the Assign Student selection list box.

c. If you attempt to assign a record with a student status of dropped or graduated back to the same class from which the student was dropped or graduated, you receive a message advising you that the record already exists. The message advises you to reactivate the existing student record by choosing the Reverse Student Status option. Click on Quit to return to the Assign Student selection list box.

d. If you attempt to assign a record with a student status of dropped from one Crs/FY/Class to a different Crs/FY/Class, the message warns you that if you continue, the existing record (with its student information, test results, or PFT scores) will be overwritten. Note that the existing information may be incomplete, outdated, or irrelevant to the current class.

(1) If you click on **Continue**, the system overwrites the existing record. You receive a message so advising you and recommending that you review the record to ensure that the student, testing, and PFT information is current and pertinent to this class. Click on **OK** to return to the Assign Student selection list box. Assigning an unassigned student invokes a recalculation of the GPA-Class Standing.

(2) If you click on Quit, the system retains the existing record and returns you to the Assign Student selection list box.

8.3.5 <u>Delete Student</u>

This option allows you to delete a student record from the Unassigned list
of students. These records are the same records accessed by the Assign
Student process. The records may include manually created student records
and records for students graduated (with student records retained) or
dropped from a class. Note that no student records are deleted directly
from a class. A student assigned to a class must be dropped from it
(Paragraph 5.3.6) before the record can be deleted.

    1. From the <u>M</u>aintenance drop-down menu (Figure 8-09), choose Change
Student Status. Then choose Delete Student. If there are no
students in an unassigned, dropped, or individually graduated and
retained status, a message appears stating that there are no such
students available for deletion. Otherwise, the Delete Student
selection list box (Figure 8-45) opens.

Figure 8-45. Delete Student

    2. Refer to Table 8-35 for an explanation of each data field.

Table 8-35. Delete Student

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with a class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
FY	Non-editable field displaying the fiscal year convene date for the class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Class	Non-editable field displaying the class designator from which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Name	Non-editable field displaying the name of each student who has never been or who no longer is assigned to a class.
SSN	Non-editable field displaying the SSN of the selected student.
Completion	This field will be blank for this function.
Comp Date	This field will be blank for this function.

ITEM	DESCRIPTION
Class Status	Non-editable field displaying the current status of the class to which the selected student was originally assigned, if applicable (i.e., Graduated, Class in Session). Nothing displays if the student has never been assigned to a class.
Student Status	Non-editable field displaying the status of the selected student (i.e., dropped, individually graduated). Nothing displays if the student has never been assigned to a class.
Retain Record	This field in inapplicable.

3. Using the multiple select feature, select the desired student(s) and click on **Delete**. A message appears to explain the impact of this action and to confirm your intent to continue.

4. Click on **Yes** to continue.

   a. If the records of the selected students do not indicate the students are physically present, the records, including all tests and PFT information, will be deleted. The system returns you to the Delete Student selection list box. Note that the selected student records have been deleted.

   b. If any of the records of the selected students indicate the students are physically present, a message appears with a list of those students and instructions to edit each student record individually to remove the On Board indicator. Refer to Paragraph 8.3.3.1.

      (1) Click on **Continue**. A report with a list of on-board student(s) appears.

      (2) Click on **Print** or **Exit** to return to the Delete Student selection list box. Note that the only student records deleted are those without the On Board indication.

8.3.6 Drop Student

This option allows you to remove a student record from a class. The student record is retained in an Unassigned list that is accessed by both the Assign Student and Delete Student processes (Paragraphs 8.3.4 and 8.3.5). This option provides some protection from premature deletion of the record and flexibility to assign the student to another class at a better time. Note that any tests the student has taken will be retained. If the student is assigned to another class, the record will contain the test data.

   When you drop selected students from a class that is in session, the system initiates a class standings calculation for everyone except those who have previously been individually dropped. The calculation is not run if the class is pending.

1. From the Maintenance drop-down menu (Figure 8-09), choose Change Student Status. Then choose Drop Student. The Change Student Status - Drop selection list box (Figure 8-46) opens.
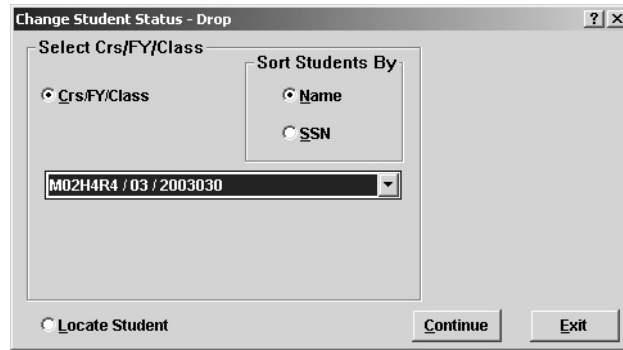
Figure 8-46.   Change Student Status - Drop

2.   Refer to Table 8-36 for an explanation of each field.

Table 8-36.   Change Student Status - Drop

ITEM	DESCRIPTION
Crs/FY/Class	This option displays records for all students previously or currently assigned to the selected Crs/FY/Class, regardless of current student status. The set of records that opens will be presented in the order that you chose (name or SSN).
Unassigned	Drop-down list of classes with a status of Pending Class Start or In Session and with students assigned who can be dropped.
Name	This option presents a list of students sorted by last name.
SSN	This option presents a list of students sorted by SSN.
Platoon	This option presents a list of students sorted by platoon.
Untitled	Drop-down list of students from which you may choose the appropriate class if you selected the Crs/FY/Class radio button. There is only one choice in the drop-down list if you selected the Unassigned radio button.
Locate Student	This option locates any student with the status of Unassigned, Pending Class Start, or In Session. This selection opens a dialog box that allows you to search for a student either by last name, platoon, or SSN.

3.   Click on the appropriate radio button.

   o If you select Crs/FY/Class, refer to Step 4.

   o If you select Locate Student, refer to Step 5.

4.   If you select Crs/FY/Class, click on the radio button beside the desired method of sorting.   Then choose the desired class in the drop-down list below. Then click on **Continue**.

   a. Whether you chose to sort students by name or by SSN, the Drop Student selection list box (Figure 8-47) opens for you to select the desired student(s).

Figure 8-47. Drop Student

b. Refer to Table 8-37 for an explanation of the data fields.

Table 8-37. Drop Student

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with a class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
FY	Non-editable field displaying the fiscal year convene date for the class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Class	Non-editable field displaying the class designator from which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Name	Non-editable field displaying the name of each student who has never been or who no longer is assigned to a class.
SSN	Non-editable field displaying the SSN of the selected student.
Completion Corresponding BNA Codes: V W A D B L T H Z F C S X E K M N P Q U R	A drop-down list to indicate the type of drop from the selected class and the recyclable status of the student for the following types of drop: Academic Completion, Practical Application Denial, Will Be Recycled Academic Completion, Practical Application Denial, Will Not Be Recycled Academic Drop, Will Be Recycled Academic Drop, Will Not Be Recycled Administrative Drop, Will Be Recycled Administrative Drop, Will Not Be Recycled, All Other Drops, Will Be Recycled All Other Drops, Will Not Be Recycled Did Not Attend Discipline Drop, Will Be Recycled Discipline Drop, Will Not Be Recycled Drop On Request Drop-Transfer Emergency Leave, Will Be Recycled Emergency Leave, Will Not Be Recycled Medical Drop, Will Be Recycled Medical Drop, Will Not Be Recycled Prerequisite Drop, Will Be Recycled Prerequisite Drop, Will Not Be Recycled Unauthorized Leave Drop, Will Be Recycled Unauthorized Leave Drop, Will Not Be Recycled

ITEM	DESCRIPTION
	Note that students dropped for the following reasons are included in the category of Beginning Population and Number Attrited: academic, administrative, discipline, drop on request, emergency leave, medical, prerequisites, practical application denial, unauthorized leave, or all other drops. Such students will also be counted on the Student Attritions report.

Dropped students who did not attend or who were transferred to another class will not be counted in the Beginning Population and Number Attrited categories and thus will not affect class statistics.

For students transferred to another class, any test scores from the original class are retained and transferred to the gaining class if the same test IDs and test type exist there. Transferred test scores do not impact the class or performance statistics (e.g., beginning population, attrition numbers) of the original class.

The two Academic Completion, Practical Application Denied, codes (Will Be Recycled – V and Will Not Be Recycled – W) will be treated as Graduate (G) throughout MCAIMS. That is, they will be omitted as attritions on the Class Statistics and Attritions Report. The codes will be included as Graduates on the Class Statistics and the History records, the Reverse Status dialog box, and the Unassigned dialog box. |
Comp Date	Defaults to the current (completion) date. Can be edited.
Class Status	Non-editable field displaying the status of the class to which the selected student was originally assigned, if applicable (i.e., deleted, graduated, in session). Nothing displays if the student has never been assigned to a class.
Student Status	Non-editable field displaying the status of the selected student (i.e., dropped, individually graduated). Nothing displays if the student has never been assigned to a class.
Retain Record	This field applies to completions of Drop on Request, Did Not Attend, and all instances of Will Not Recycle.

     c. Using the multiple select feature, select the desired student(s).

     d. Click on **Drop**. The system drops the student record(s) and returns you to the Drop Student selection list box. Dropping a student invokes a recalculation of the GPA-Class Standing.

  5. If you select Locate Student, the system disables all other selections.

     a. The Enter Known Student Information dialog box (Figure 8-48) opens.

Figure 8-48. Enter Known Student Information

b. Referring to Table 8-38, complete information in each field.

Table 8-38. Enter Known Student Information

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name or a portion thereof.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known.	Up to 14 alphanumeric characters
SSN	The student's SSN or a portion thereof, if known.	9 numeric characters

c. Click on **Search**. The Student Record Edit/View dialog box (Figure 8-49) opens with a list of names matching the criteria.

Figure 8-49. Student Record Edit/View

d. Record the desired information.

8.3.7 Graduate Student

This option allows you to graduate students individually from a class. This function provides some protection from premature deletion of the record and flexibility in manipulating the student record. If you wish to restore the record to its original class, regardless of whether you choose retain student record, you may do so by choosing the Reverse Student Status process (Paragraph 8.3.8). If you wish to retain individual student records in the Unassigned list that is accessed by the Assign Student and

Delete Student functions (Paragraphs 8.3.4 and 8.3.5), you must choose retain student record. This choice allows you to make the student status determination at a later time.

> **HINT: Be sure that you check the Non-Completion/Failure report before graduating students, either individually or as an entire class. There is no automatic system in place to check student test scores before graduation because student graduation eligibility is an individual schoolhouse policy decision.**

1. From the Maintenance drop-down menu (Figure 8-09), choose Change Student Status. Then choose Graduate Student. The Change Student Status - Graduate dialog box (Figure 8-50) opens.
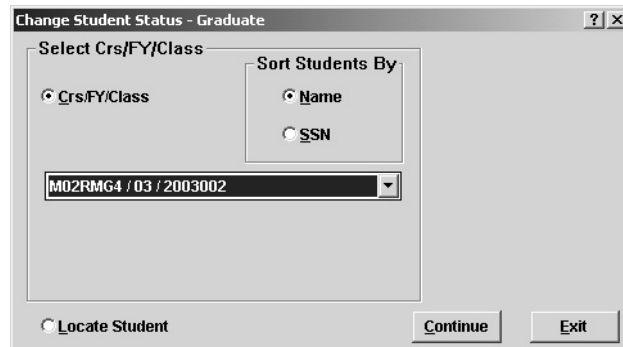

Figure 8-50. Change Student Status - Graduate

2. Refer to Table 8-39 for an explanation of each field.

Table 8-39. Change Student Status - Graduate

ITEM	DESCRIPTION
Crs/FY/Class	This option displays records for all students previously or currently assigned to the selected Crs/FY/Class, regardless of current student status. The set of records that opens will be presented in the order that you chose (name, SSN, or platoon).
Name	This option presents a list of students sorted by last name.
SSN	This option presents a list of students sorted by SSN.
Untitled	Drop-down list of classes with a status of Class In Session and with students available to be graduated. Choose the appropriate class.
Locate Student	This option locates any student with the status of Unassigned, Pending Class Start, or In Session. This selection opens a dialog box that allows you to search for a student either by last name, platoon, or SSN.

3. Click on the appropriate radio button.

   o If you select Crs/FY/Class, refer to Step 4.

   o If you select Locate Student, refer to Step 5.

4. If you select Crs/FY/Class, click on the radio button beside the desired method of sorting.   Then choose the desired class in the drop-down list below. Then click on **Continue**.

   a. Whether you chose to sort students by name or by SSN, the Graduate Student selection list box (Figure 8-51) opens for you to select the desired student(s).

Figure 8-51. Graduate Student

b. Refer to Table 8-40 for an explanation of the data fields.

Table 8-40. Graduate Student

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with a class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
FY	Non-editable field displaying the fiscal year convene date for the class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Class	Non-editable field displaying the class designator from which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Name	Non-editable field displaying the name of each student who has never been or who no longer is assigned to a class.
SSN	Non-editable field displaying the SSN of the selected student.
Completion	This field will be blank for this function.
Comp Date	The current date for completion (graduation) date.
Class Status	Non-editable field displaying the status of the class to which the selected student was originally assigned (i.e., Class in Session).
Student Status	Non-editable field displaying the status of the selected student (i.e., Class in Session).
Retain Record	A check in this box indicates you wish to retain the record(s) of the highlighted student(s) in the Unassigned list so that you can re-assign the student(s) to another class after graduation from the current class. If you choose this field, be sure that you include only those student records you wish to retain; individually graduate other students separately.

c. Using the multiple select feature, select the desired student(s).

d. Click on Graduate Student.

HINT: The system performs a number of checks described below; however, you should ensure the student has successfully completed all the required tests assigned to the class.

(1) If the class record indicates a graduation date prior to the current system date, a message advises you that individual students can be graduated on or before the class graduation date. If you want to change the class

graduation date, you must do so on the class record.
Click on **OK** to return to the Graduate Student selection
list box.

(2) If you selected Retain Record, a message appears advising
you that all the student records you have chosen to
graduate will be retained. Click on **No** if you wish to de-
select some of the student records. Click on **Yes** if you
do wish to continue.

(3) If a graduation MOS has been assigned to this course, a
dialog box opens with a message and a drop-down list of
MOSs. Decide if you wish to assign different MOSs to
different students. If so, click on Quit. Otherwise,
choose the desired MOS or the default None and click on
Continue. The system graduates the student record(s) and
returns you to the Graduate Student selection list box.
Note that the graduated student record no longer appears
in the list.

(4) If no graduation MOS has been assigned to this course, a
dialog box appears to so advise you. The message also
advises you how to edit the records. If you wish to
continue without the records reflecting a graduation MOS,
click on **Yes**. The system graduates the student record(s)
and returns you to the Graduate Student selection list
box. Note that the graduated student record no longer
appears in the list.

4. If you select Locate Student, the drop-down list to the right of
FY/Class automatically selects Locate Student. It is irrelevant if
you sort students by name or by SSN.

a. Click on **Continue**. The Enter Known Student Information dialog
box (Figure 8-52) opens.

Figure 8-52.   Enter Known Student Information

b. Referring to Table 8-41, complete the required information.

Table 8-41.   Enter Known Student Information

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name or a portion thereof.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/FORMAT
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known.	Up to 14 alphanumeric characters
SSN	The student's SSN or a portion thereof, if known.	9 numeric characters

    c. Click on **Search**. The Student Record Edit/View dialog box (Figure 8-53) opens with a list of names matching the criteria.

Figure 8-53. Student Record Edit/View

    d. Record the desired information.

8.3.8 Reverse Student Status

This command allows you to reverse the status of a student who has been dropped or individually graduated (regardless of whether retain record was selected under the Graduate Student dialog box).

When you reverse a student's status, the system initiates two calculations:

- GPA for everyone except those who have previously been individually dropped or graduated if the class is In Session and no one if the class is Pending.

- Class standings for everyone except those who have previously been individually dropped if the class is In Session and no one if the class is Pending.

HINT: Be sure that you carefully check a student's test data if you return a dropped or graduated student to a class in session. Verify that any existing scores apply to tests that are still assigned to the class. If a test has been unassigned from the class, you must clear the scores for that test so that the student's GPA is correct.

    1. From the Maintenance drop-down menu (Figure 8-09), choose Change Student Status. Then choose Reverse Student Status. If there are no students in a dropped or individually graduated status, a message appears stating that there are no such students available to reverse status. Otherwise, the Change Student Status - Reverse Status dialog box (Figure 8-54) opens.
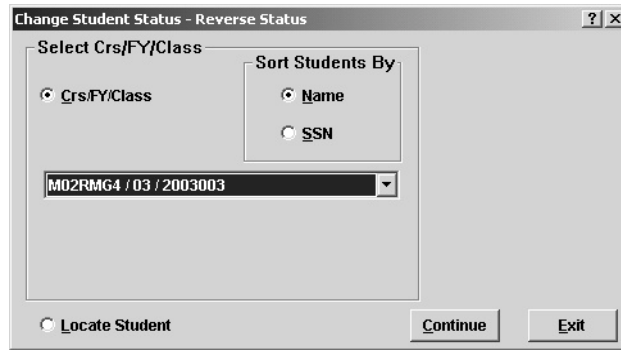
Figure 8-54.   Change Student Status - Reverse Status

2.   Refer to Table 8-42 for an explanation of each field.

Table 8-42.   Change Student Status - Reverse Status

ITEM	DESCRIPTION
Crs/FY/Class	This option displays records for all students previously or currently assigned to the selected Crs/FY/Class, regardless of current student status. The set of records that opens will be presented in the order that you chose (name, SSN, or platoon).
Name	This option presents a list of students sorted by last name.
SSN	This option presents a list of students sorted by SSN.
Untitled	Drop-down list of classes with a status of Pending Class Start or In Session and that have dropped or individually graduated/ retained student records. Choose the appropriate class.
Locate Student	This option locates any student with the status of Unassigned, Pending Class Start, or In Session. This selection opens a dialog box that allows you to search for a student either by last name, platoon, or SSN.

3.   Click on the appropriate radio button.

   o   If you select Crs/FY/Class, refer to Step 4.

   o   If you select Locate Student, refer to Step 5.

4.   If you select Crs/FY/Class, click on the radio button beside the desired method of sorting.   Then choose the desired class in the drop-down list below.   Then click on **Continue**.

   a.   Whether you chose to sort students by name or by SSN, the Reverse Student Status selection list box (Figure 8-55) opens for you to select the desired student(s).
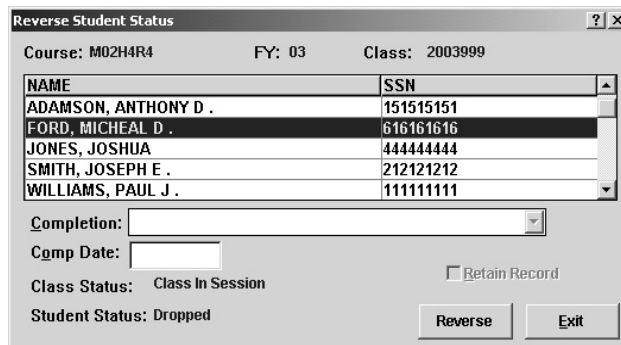

Figure 8-55.   Reverse Student Status

b. Refer to Table 8-43 for an explanation of data fields.

Table 8-43. Reverse Student Status

ITEM	DESCRIPTION
Course	Non-editable field displaying the course associated with a class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
FY	Non-editable field displaying the fiscal year convene date for the class to which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Class	Non-editable field displaying the class designator from which the selected student was originally assigned, if applicable. Nothing displays if the student has never been assigned to a class.
Name	Non-editable field displaying the name of each student who has never been or who no longer is assigned to a class.
SSN	Non-editable field displaying the SSN of the selected student.
Completion	This field will be blank for this function.
Comp Date	Non-editable field displaying the current (completion) date.
Class Status	Non-editable field displaying the status of the class to which the selected student was originally assigned, if applicable (i.e., deleted, graduated, in session). Nothing displays if the student has never been assigned to a class.
Student Status	Non-editable field displaying the status of the selected student (i.e., dropped, graduated). Nothing displays if the student has never been assigned to a class.
Retain Record	This field in inapplicable under the Reverse Student Status option. It is enabled under the Graduate Student option.

c. Using the multiple select feature, select the desired student record(s).

d. Click on **Reverse**. The system reverses the student record(s) and returns you to the Reverse Student Status selection list box. Note that the student record(s) selected no longer appears in this list. Reversing a student's status invokes a recalculation of the GPA-Class Standing.

5. If you select Locate Student, the system disables all other selections.

a. Click on **Continue**. The Enter Known Student Information dialog box (Figure 8-56) opens.

Figure 8-56. Enter Known Student Information

b. Referring to Table 8-44, complete the required information.

Table 8-44. Enter Known Student Information

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name or a portion thereof.	Up to 20 alphanumeric characters
First Name	The student's first name, if known.	Up to 10 alphanumeric characters
MI	The student's middle initial, if known, and a period.	Up to 2 alphanumeric characters
Platoon	The student's platoon, if known.	Up to 14 alphanumeric characters
SSN	The student's SSN or a portion thereof, if known.	9 numeric characters

c. Click on **Search**. The Student Record Edit/View dialog box (Figure 8-57) opens with a list of names matching the criteria.

Figure 8-57. Student Record Edit/View

d. Record the desired information.

8.3.9 Group Process – **Edit**

This option allows you to access most fields in the student records in a class or in the Unassigned list to update the records. Fields with information that is calculated by the system or that are not normally available for editing from within the student records are not available under this process. If the group edit is for a list of unassigned students, the fields exclude the ten user fields that are specific to a selected class. For example, using the group edit process, you can quickly update all the local rifle scores for each student in a selected class. This option applies to classes with the status of Pending Class Start if students have been registered, Class in Session, and to student records in the Unassigned list.

1. From the Maintenance drop-down menu (Figure 8-09), choose Group Process. Then choose **Edit**. The Select Information dialog box (Figure 8-58) opens.
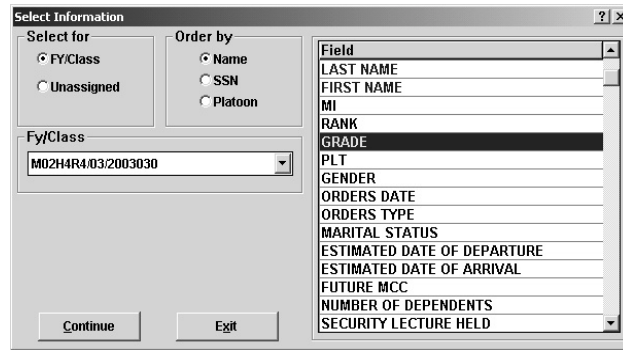
Figure 8-58.   Select Information

2.   Referring to Table 8-45 for an explanation of the data fields, make the appropriate selections, using the multiple select feature.

Table 8-45.   Select Information

ITEM	DESCRIPTION
Select for	
FY/Class	When this radio button is selected, the FY/Class drop-down selection list of classes below is enabled.
Unassigned	When this radio button is selected, Unassigned is the only choice enabled in the FY/Class selection list below.
Order by	
Name	When selected, the list of students is sorted by last name.
SSN	When selected, the list of students is sorted by SSN.
Platoon	When selected, the list of students is sorted by platoon.
FY/Class	A drop-down list for you to choose the desired class. When the Unassigned radio button above is selected, the list of Unassigned students is automatically selected here.
Field	A list of 100 data items for each student record in a class (90 data items for each record in the Unassigned list). Double-click each field you wish to edit or use the right mouse button to select all fields.

3.   Click on **Continue**. The Group Edit selection list box (Figure 8-59) opens for you to edit the selected fields. The name, SSN, and platoon of each student in the class (or Unassigned list) appears on the left, sorted in the manner you selected. Then the selected data will appear, from left to right, in the order, that you selected it.
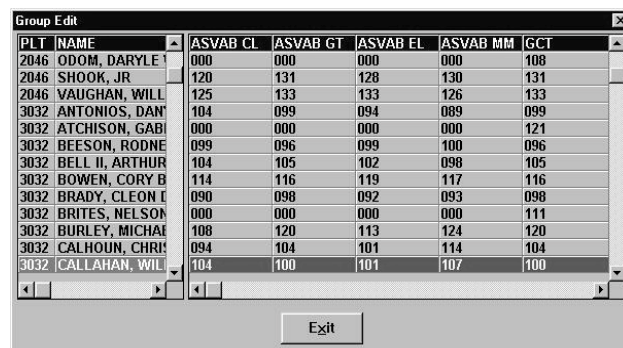

Figure 8-59.   Group Edit

4.   Edit the data fields.

a. Use the arrow keys to navigate through the fields.

b. Double-click on a field to select it.

c. Referring to Table 8-46, edit the desired fields.

    (1) You may use the right mouse button to copy information you wish to appear elsewhere.

    (2) You may use the right mouse button to paste information you have copied from another field.

HINT: In some of the fields you attempt to edit that contain information provided by a BNA download or updated by a BNA/MIPS Refresh, you will receive a message that the information cannot be modified. Click on OK. For most fields, you may edit the information no matter how provided.

d. Press the [Enter] key to save the data in each field or the [Esc] key to exit a field without saving.

Table 8-46. Group Edit

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Last Name	The student's last name.	Up to 20 alphanumeric characters
First Name	The student's first name. You may edit this field for only a manually created record.	Up to 10 alphanumeric characters
MI	The student's middle initial and a period. You may edit this field for only a manually created record.	Up to 2 alphanumeric characters
Rank	A drop-down list for you to choose the member's rank. Choices you make in this field are reflected in the Grade field. Note that the rank of a Marine assigned to the Officers Candidate School at Quantico can be changed to TCAND and will not be overwritten with a BNA or MIPS download.	
Grade	A drop-down list for you to choose the member's grade. Choices you make in this field are reflected in the Rank field.	
PLT	The student's platoon designator.	Up to 4 alphanumeric characters
Gender	Drop-down list for you to choose Male, Female, or Unknown.	
Orders Date	Date the orders are issued.	yyyy/mm/dd
Orders Type	The type of orders issued.	Up to 10 alphanumeric characters
Marital Status	A drop-down list for you to designate the student's marital status.	
Estimated Date of Departure	The estimated date of departure. You may edit this field for only a manually created record.	yyyy/mm/dd
Estimated Date of Arrival	The estimated date of arrival. You may edit this field for only a manually created record.	yyyy/mm/dd

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Future MCC	The monitored command code indicating the installation to which the student will be assigned. You may edit this field for only a manually created record.	3 alphanumeric characters
Number of Dependents	The number of dependents that the student has. You may edit this field for only a manually created record.	Up to 2 alphanumeric characters
Security Lecture Held	Code for the type of security lecture last attended: U, C, S, T, X.	1 alphanumeric character
Security Lecture Year	The year the security lecture was last attended.	yyyy
Date of Birth	The student's date of birth.	yyyy/mm/dd
Date of Rank	The student's date of rank.	yyyy/mm/dd
Date Detached Last Command	The date the student was detached to his/her last command.	yyyy/mm/dd
Duty Preference 1,2,3	Separate entries for the student's top three duty preferences.	3 alphanumeric characters each
Race	A drop-down list for you to choose the appropriate classification.	
Ethnic	A drop-down list for you to choose the appropriate ethnic group.	
Duty Status	A drop-down list for you to choose the appropriate duty status.	
Driver Improvement	A drop-down list for you to choose the appropriate code indicating the status of driver improvement training.	
Government Permit 1,2,3,4,5	A drop-down list under each permit number for you to choose the appropriate types of government permits the student holds. Separate lists for up to five entries.	
Government Permit Exp Date 1,2,3,4,5	The date the corresponding government operator permit expires. Separate lists for up to five entries.	yyyymm Numeric characters
Civilian Permit 1,2,3,4,5	The type of civilian driver's permit the student holds.	Up to 10 alphanumeric characters
Civilian Permit State	The state in which a civilian driver's permit is held.	Up to 20 alphanumeric characters
PRO	The student's proficiency rating, from low (1.0) to high (5.0).	1.0 to 5.0
CON	The student's conduct rating, from low (1.0) to high (5.0).	1.0 to 5.0
Intended MOS	The MOS intended to be assigned upon graduation.	4 numeric characters
Graduation MOS	The MOS actually assigned upon graduation.	4 numeric characters
MOS Preference 1,2,3	The student's three MOS preferences.	4 numeric characters
Recommended MOS	The MOS recommended by the school.	4 numeric characters
Primary MOS	The student's currently held MOS. You may edit this field for only a manually created record.	4 numeric characters
Facility ID	The facility identifier (e.g., building name or number).	Up to 10 alphanumeric characters

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Room	The room identifier (e.g., room number).	Up to 10 alphanumeric characters
Local Street	The street number and street of the student's local address.	Up to 40 alphanumeric characters
Local City	The city of the student's local address.	Up to 20 alphanumeric characters
Local State	The state of the student's local address.	Up to 19 alphanumeric characters
Local ZIP	The ZIP code of the student's local address.	Up to 9 alphanumeric characters
Local Phone	The student's local phone number.	10 numeric characters
Spouse Name	The name of the student's spouse.	Up to 31 alphanumeric characters
Height	The student's height in inches.	2 numeric characters
Weight	The student's weight in pounds.	3 numeric characters
Neck	The student's neck size in inches.	2 numeric characters
Physical Completion Date	The date the student's physical was conducted.	yyyy/mm/dd
Gas Chamber Year	The year the student passed the endurance training for gas chamber exposure.	yyyy
BST Test Year	The last digit of the calendar year in which the student took this test.	Only 1 numeric character
BST Test Correct	The number of tasks performed (test questions answered) correctly.	Up to 3 numeric characters
BST Test Attempted	The number of tasks (test questions) attempted.	Up to 3 numeric characters
BST Test Score	The score achieved after all calculations are made.	Up to 3 numeric characters
Water Local Class	A drop-down list for you to choose the code representing the appropriate water survival classification from 0 - unqualified to 9 - Marine Combat Instructor Trainer of Water Survival. Default is unknown.	
Water Local Date	The date the classification was made.	yyyy/mm/dd
Rifle Local Date	The date of the local score.	yyyy/mm/dd
Rifle Local Score	The score achieved after all calculations are made.	Up to 3 numeric characters
Rifle Local Class	A drop-down list for you to choose the appropriate code representing the rifle local classification.	
Pistol Local Date	The date of the local score.	yyyy/mm/dd

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Pistol Local Class	A drop-down list for you to choose the appropriate code representing the pistol local classification.	Only 1 numeric character
Pistol Local Score	The score achieved after all calculations are made.	Up to 3 numeric characters
Pistol Local Weapon	A drop-down list for you to choose the appropriate weapon caliber.	
Remarks	The student remarks in this memo text field pertain to the evaluation categories and maximum retest value.	Up to 64,000 alphanumeric characters
ASVAB CL	The clerical score on the ASVAB.	Up to 3 numeric characters
ASVAB GT	The general technical score on the ASVAB.	Up to 3 numeric characters
ASVAB EL	The electronic score on the ASVAB.	Up to 3 numeric characters
ASVAB MM	The motor mechanics score on the ASVAB.	Up to 3 numeric characters
GCT	The general classification test score on the ASVAB.	Up to 3 numeric characters
Civilian Certification	A drop-down list from which you may choose the code corresponding to the highest attained educational or professional certificate or degree. You may edit this field for only a manually created record.	
Civilian Level	A drop-down list from which you may choose the code corresponding to the highest attained educational or professional certificate or degree. You may edit this field for only a manually created record.	
Civilian Major	A drop-down list from which you may choose the student's major subject of study and knowledge. You may edit this field for only a manually created record.	
Education Year Completed	The year (yyyy) the education was completed.	
Education Completed	A drop-down list from which you may choose Y or N to indicate that the education was completed.	
User Field 1	Any type of information the System Administrator determines you should record. This field is unavailable for Unassigned students.	Up to 10 numeric characters
User Field 2	A date field (e.g., equipment issue date). This field is unavailable for Unassigned students.	yyyy/mm/dd
User Fields 3-9	Any type of information the System Administrator determines you should record. These fields are unavailable for Unassigned students.	Up to 30 alphanumeric characters
User Field 10	The type of remarks required or suggested in this memo text field are determined by the System Administrator. This field is unavailable for Unassigned students.	Up to 64,000 alphanumeric characters

e. Click on **Exit** to return to the Select Information selection list box.

8.3.10 Group Process - PFT

This option allows you to access multiple records to individually update selected fields of student records.

1. From the Maintenance drop-down menu (Figure 8-09), choose Group Process. Then choose PFT. The Select a Class dialog box (Figure 8-60) opens.

Figure 8-60. Select a Class

2. Referring to Table 8-47, complete the required information in the data fields to update student PFT records. If you only wish to view the PFT default scores, refer to Step 4.

Table 8-47. Select a Class

ITEM	DESCRIPTION
Course ID	Non-editable field displaying the identifier of the course upon which the selected class is based.
Class	A drop-down list for you to choose the class for which you wish to perform an edit of selected fields.
Sort by Name	Clicking on this radio button presents a list of students sorted by last name.
Sort by SSN	Clicking on this radio button presents a list of students sorted by SSN.
PFT Test ID	A drop-down list for you to choose a PFT Test ID.
PFT Date	The PFT date. The current date is the default date. Enter in yyyy/mmm/dd format.
Administrator	Non-editable field displaying the last name of the course administrator.

3. Click on **Continue**. If critical student information is missing (i.e., gender and DOB), MCAIMS cannot compute the PFT score. A report will appear with a list of student records with missing information that you must correct. Otherwise, the Course:Class selection list box (Figure 8-61) opens.

Figure 8-61.   Course:Class

a.   Refer to Table 8-48 for an explanation of the data fields.

Table 8-48.   Course:Class

ITEM	DESCRIPTION
All Records	This option allows you to choose all records for the selected class.
Multiple Selected Records	This option allows you to choose specific records for the selected class.
by Specific Platoon Code	This option allows you to choose all records of students in a specific platoon for the selected class.
Platoon Code	A drop-down list for you to choose the desired platoon code.
Untitled	Non-editable field displaying a list of students by name, SSN, rank, and PLT. Use your arrow keys to view all the information in each column of the table.

b.   Click on the radio button beside the records for which you
     desire information.

   (1) If you choose All Records, all the records to the right
        are selected.

   (2) If you choose Multiple Selected Records, you must double
        click on the desired records to the right.

   (3) If you choose by Specific Platoon Code, you must choose
        the desired platoon code in the drop-down list.

c.   Click on **Continue**. The Enter PFT Scores for Course:Class
     dialog box (Figure 8-62) opens for a specific student. If you
     do not wish to edit this record, click on Skip. A message
     appears to confirm your wish to skip the record. When you
     click on **Yes**, a record for another student opens.

Figure 8-62.   Enter PFT Scores for Course:Class

d. Referring to Table 8-49, complete the required data in the data fields.

Table 8-49. Enter PFT Scores for Course:Class

ITEM	DESCRIPTION	PARAMETERS/ FORMAT
Name	Non-editable field displaying the student's name for the selected record.	
SSN	Non-editable field displaying the student's SSN for the selected record.	
Age	Non-editable field displaying the student's age for the selected record.	
Untitled	Non-editable field displaying the student's gender for the selected record.	
PFT Misc		
Partial Waiver	Click this checkbox if the PFT taken on this date has a partial waiver. You must click on the radio button below to designate which test is waived: Pullup/Arm Hang, Situp/Crunch, or Run.	
Medical Waiver	Click this checkbox if the PFT taken on this date has a medical waiver. The radio buttons below will be disabled.	
RNT (Required Not Taken)	Click this checkbox if the PFT taken on this date is RNT. The radio buttons below will be disabled.	
Pullup/Arm Hang	Click this radio button if the partial waiver applies to this test.	
Crunches	Click this radio button if the partial waiver applies to this test.	
Run	Click this radio button if the partial waiver applies to this test.	
Waiver Date	The date that the waiver is documented. The default is the current date.	yyyy/mm/dd
Comments	If the student has a waiver or failed the PFT based on performance, you must enter an explanation in this field. You may enter comments for other reasons.	Up to 54 alphanumeric characters
PFT Information		
Pullups	Number of pull-ups for males or length of arm hangs in seconds for females. You may edit this field.	Up to 2 numeric characters
Crunches	Number of crunches. You may edit this field.	Up to 2 numeric characters
Run	Time in minutes and seconds. You may edit this field.	18:00
PFT Score	Non-editable field displaying the PFT score.	
Grade	Non-editable field displaying the PFT grade.	
PFT Class	Non-editable field displaying the PFT class (1st, 2nd, or 3rd class performance, the type of waiver granted, or RNT status).	
PFT Date	Non-editable field displaying the PFT date.	
Administrator	Non-editable field displaying the name of the PFT Administrator.	

e. Click on **Save**. If Pullups, Crunches, or Run still equal zero, you receive a message confirming that you wish to save this record.

(1) Click on **Yes** to continue. If the student failed the PFT due to performance or missing waiver information, a

message appears to offer you four choices to correct the information. Click on **OK**. The system does not allow you to save the record until you enter the required information.

(2) Click on **Save** or **Done** to exit without saving.

(a) If you click on **Save**, a message appears with a summary of PFT information for you to confirm. Clicking on **No** returns you to the dialog box. Clicking on **Yes** returns you to the Student Management window and the information is saved.

(b) If you click on **Done**, the system returns you to the Student Management window and the information is not saved.

4. Click on **Default**. The PFT Defaults dialog box (Figure 8-63) opens for you to view the scores.

a. If you wish to use the scores established for a high altitude site, click on the checkbox beside that title. The minimum run scores change.

b. Click on **Save**. This returns you to the Select a Class dialog box.

PFT Defaults				
Age Groups:	17-26	27-39	40-45	46-Over
Male Pullup Minimum:	3	3	3	3
Female Arm Hang Minimum:	15	15	15	15
Male/Female Situp Minimum:	50	45	45	40
Male Run Minimum:	28:00	29:00	30:00	33:00
Female Run Minimum:	31:00	32:00	33:00	36:00
Minimum Passing Score Total:	135	110	88	65

Site: ☐ High Altitude Site

[Save]   [Exit w/o Save]

Figure 8-63. PFT Defaults